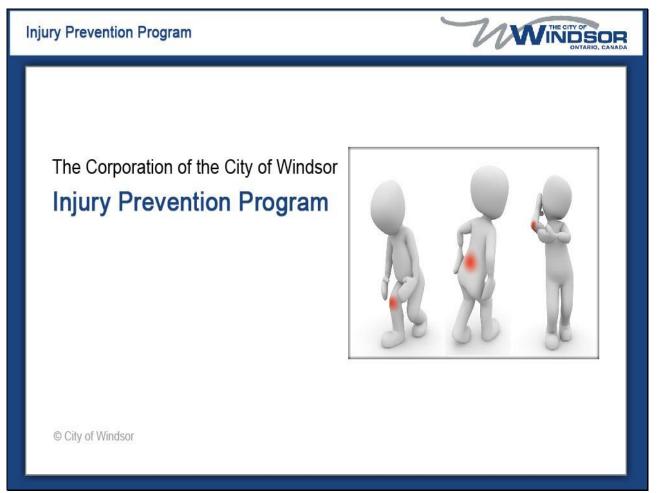
Slide 1 - Slide 1

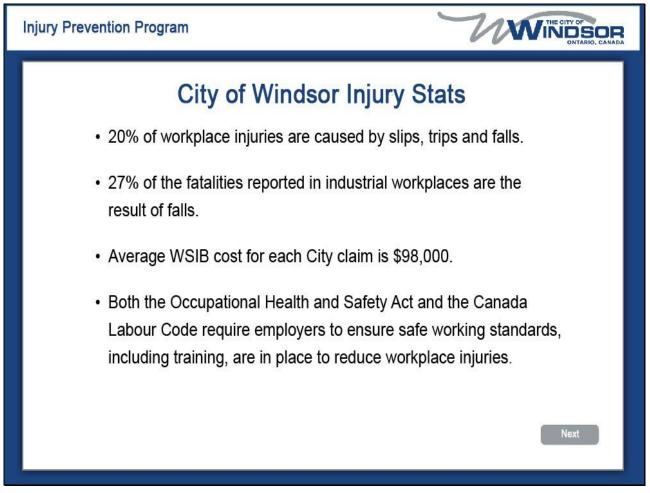


Slide notes

Welcome to the corporation of the City of Windsor's injury prevention program.

The objective of the Corporate Injury Prevention program is to bring awareness to the associated risks with both musculoskeletal disorders (MSDs) and slips, trips and falls.

Slide 2 - Slide 2

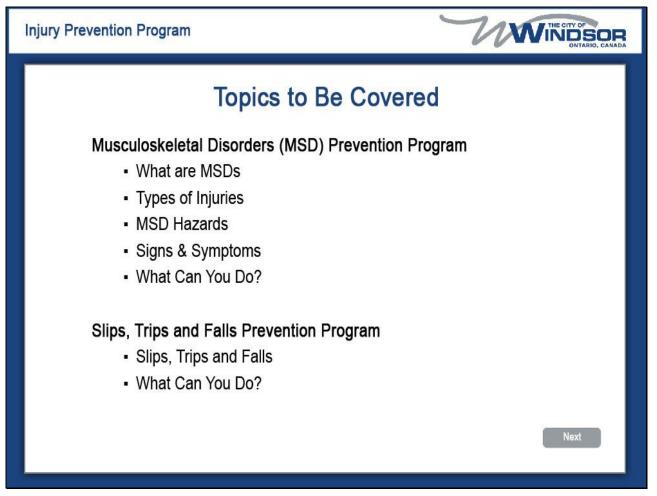


Slide notes

Musculoskeletal disorders, and injuries as a result of a slip, trip or fall still tend to be leading causes of injury to workers at the City.

These injuries are also common occurrences at your home, so, taking the same precautions at home, is just as important.

Slide 3 - Slide 3



Slide notes

This training module is designed to assist participants to become familiar with what an MSD is, and the associated hazards.

In addition, we will explore MSD signs, symptoms, and possible solutions for musculoskeletal disorders.

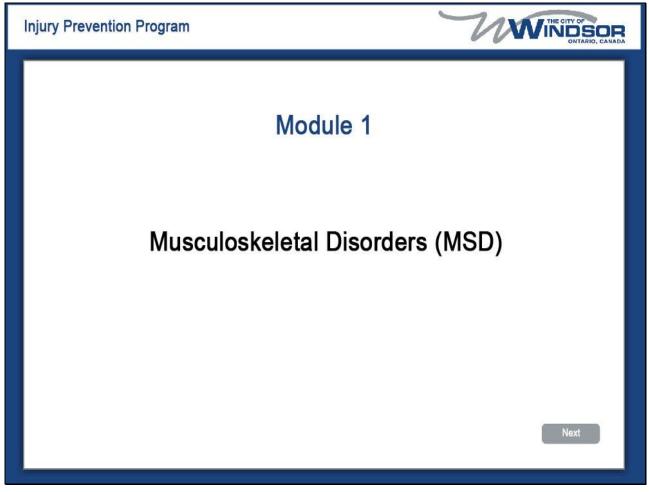
Also covered in this training session is a review of slip, trip and fall hazards commonly experienced in the workplace and at home, with the goal to familiarize employees with the associated risk factors, to help prevent injuries.

Slide 4 - Main_Menu



Slide notes

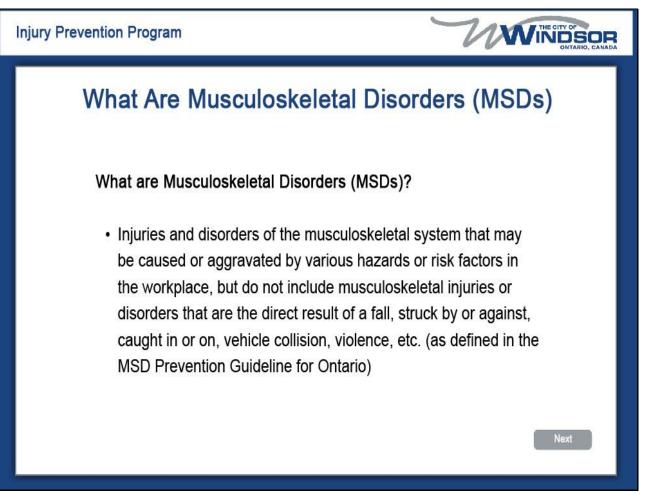
Slide 5 - Musculoskeletal_Disorders_(MSD)



Slide notes

Module 1: Musculoskeletal Disorders (MSD)

Slide 6 - Slide 6

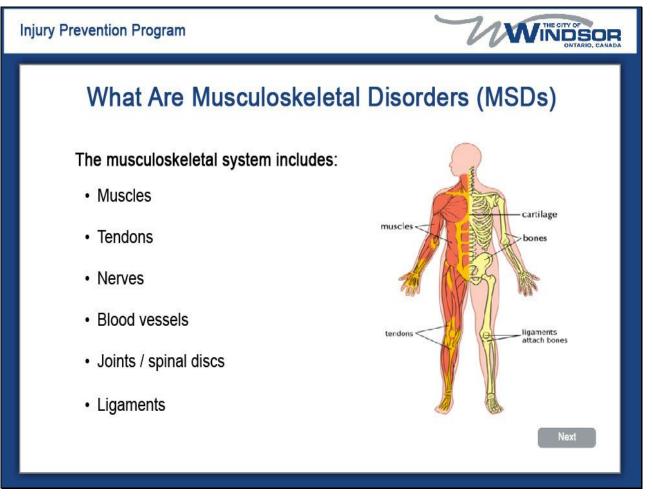


Slide notes

Musculoskeletal Disorders or MSDs, may be caused or aggravated by various hazards, or risk factors in all sectors and occupations.

When we talk about MSDs, we are not referring to injuries that are the direct result of a fall, struck by, or against, caught in or on, vehicle collision or violence, but rather an injury and disorder of the musculoskeletal system.

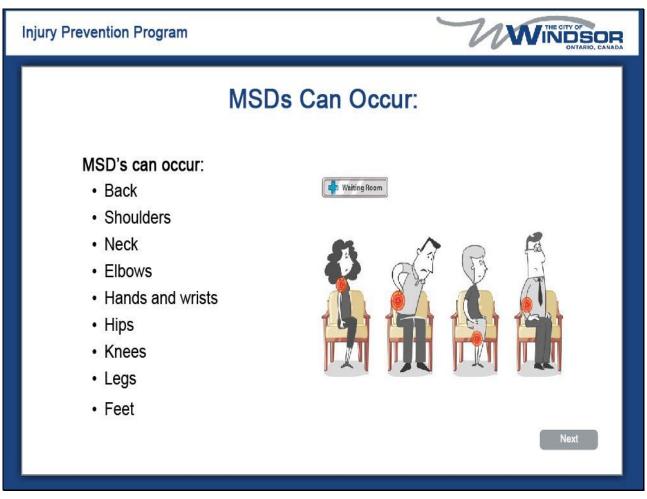
Slide 7 - Slide 7



Slide notes

The musculoskeletal system refers to the muscles, tendons, which are tissues that connect muscle to bone, nerves, blood vessels, joints/spinal discs, and ligaments in your body.

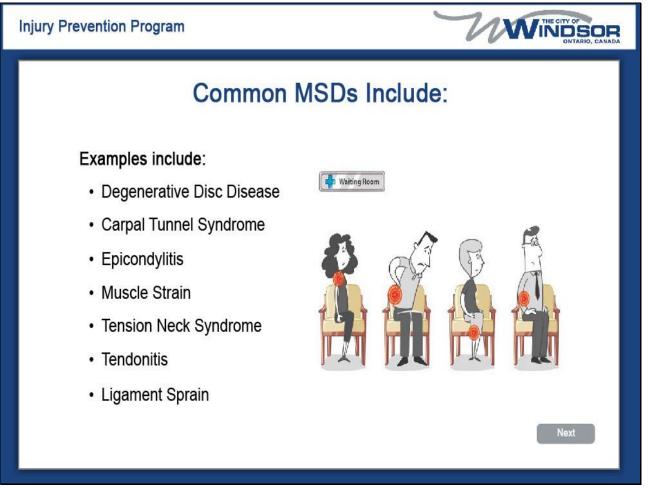
Slide 8 - Slide 8



Slide notes

MSD's can occur in the back, shoulders, neck, elbows, hands and wrists and have also been reported in the hips, knees, legs and feet.

Slide 9 - Slide 9



Slide notes

Some common examples of reported MSDs include: degenerative disc disease, carpal tunnel syndrome, epicondylitis, muscle strain, tension neck syndrome, tendonitis, and ligament sprain.

Slide 10 - Slide 10

I	Injury Prevention Program		
	Signs & Symptoms		
	While signs of MSDs may be observed, the symptoms may not be seen		
	They may include:		
	 Aches and pains with or without movement 		
	 Swelling and tenderness 		
	 Reduced range of motion and/or stiffness, and tingling and/or numbness 		
	Next		

Slide notes

While signs of MSDs may be observed, the symptoms may not be seen.

They may include.

Aches and pains with or without movement.

Swelling, and tenderness.

And, reduced range of motion and/or stiffness, tingling, numbness.

Slide 11 - Slide 11

Injury Prevention Program	
MSD Hazards	
MSD hazards: 1. Force	
2. Fixed or awkward posture	
 Repetition Contact stress 	
5. Vibration 6. Temperature	
7. Work organization & method	ds
	Next

Slide notes

As a first step in trying to prevent musculoskeletal disorders, it is important to know and understand what MSD hazards are, so that you can recognize them in the workplace and at home.

Primary MSD hazards include: Force, Fixed or awkward posture and Repetition.

Other MSD hazards and factors that should be considered include: contact stress, Vibration, Temperature, Work organization, and Work methods.

Let's take a look at these in more depth. As the module continues, the hazards can be referred to by name and number.

Slide 12 - Slide 12



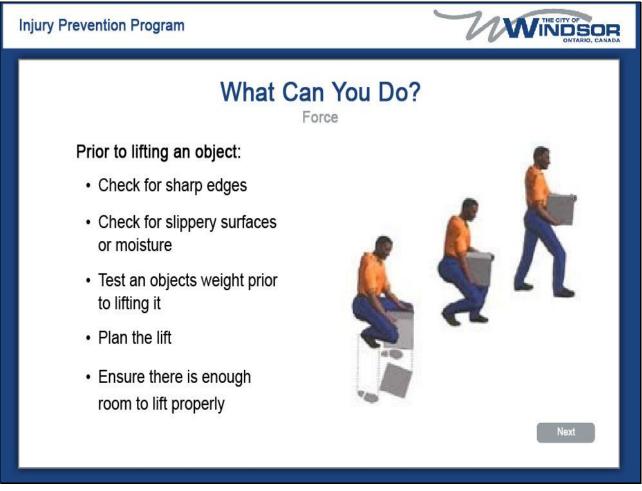
Slide notes

Force, refers to the amount of effort exerted by your muscles, while performing duties and activities, such as.

Lifting. lowering. And carrying. Pushing or pulling. gripping, or manipulating objects.

To reduce your risk of injury from wear and tear over time, it is suggested to start working smart now, to hopefully protect you from feeling pain and discomfort later. For example, back pain is a common injury and can be related to deteriorating discs in the spine. After an initial strain, the back is more prone to injury. One major way to prevent back injury is by practicing safe lifting techniques.

Slide 13 - Slide 13



Slide notes

What can you do prior to lifting an object.

Check for sharp edges.

Check for slippery surfaces, or moisture.

Test an objects weight prior to lifting it.

Plan the lift.

And, ensure there is enough room to lift properly.

Slide 14 - Slide 14



Slide notes

During the lift, be aware of your posture, and practice safe lifting techniques.

- 1. Feet shoulder width apart. Knees bent, and your back straight.
- 2. Get a good grip.
- 3. Lift smoothly, and slowly, using the big muscles in your legs.
- 4. Hold the object close to your body.

And 5. Don't twist your back to turn. Pivot with your feet.

Slide 15 - Slide 15

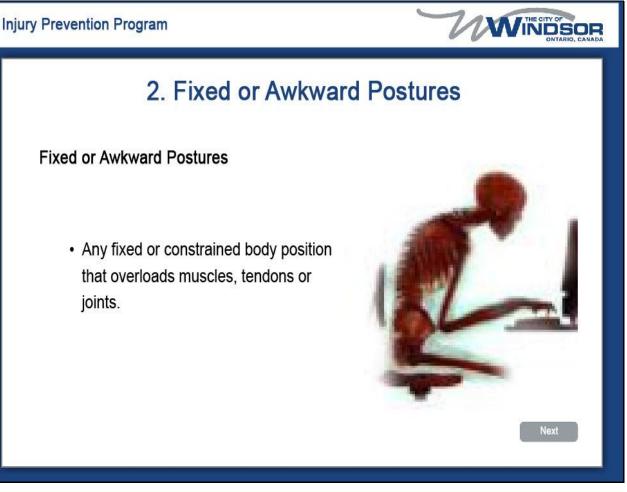


Slide notes

What else can you do to reduce your risk of injury from wear and tear over time?

Use a pallet jack or other device to reduce manual lifting. When possible, use a dolly or cart for transporting loads to reduce carrying. Work as a TEAM, and help each other to lift large sized or heavy materials when a cart, or hoist is not available. Keep floors clear of obstacles to minimize trip hazards, and to make use of wheeled carts and equipment easier.

Slide 16 - Slide 16



Slide notes

A second primary MSD risk factor is, fixed or awkward postures.

This is defined as a fixed, or constrained body position, that can overload the muscles, tendons or joints.

Generally, the more a joint deviates from the neutral position, the more the posture is considered to be "awkward" and the greater the risk of injury.

To prevent risk of injury associated with fixed or awkward postures, whether you are at home, at work, or driving, be aware of your postures. If you are in an awkward position for too long, if possible change position or walk around to keep the muscles warm and moving.

Slide 17 - Slide 17



Slide notes

Recommended strategies that you can implement to reduce your risk of injury include:

Optimize your postures when working at the computer:

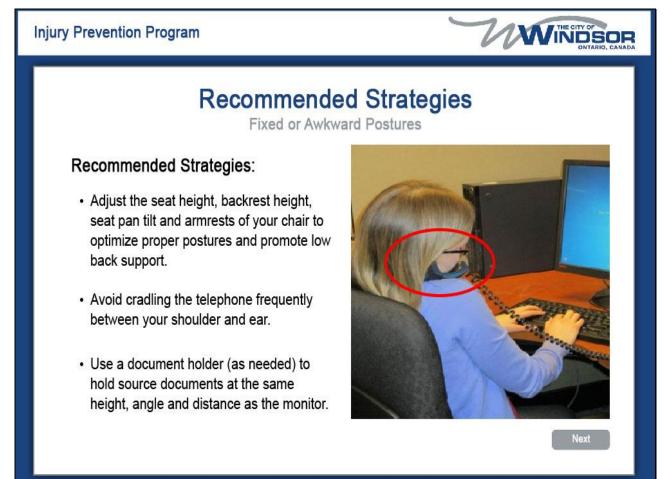
Check to see if your monitor is at a height so that your neck will be straight.

Are your elbow joints at about 90 degrees?

Are your hands in line with the forearms, so the wrists are straight?

Check to see if your thighs are roughly parallel to the floor, with your feet flat on the floor or footrest.

Slide 18 - Slide 18



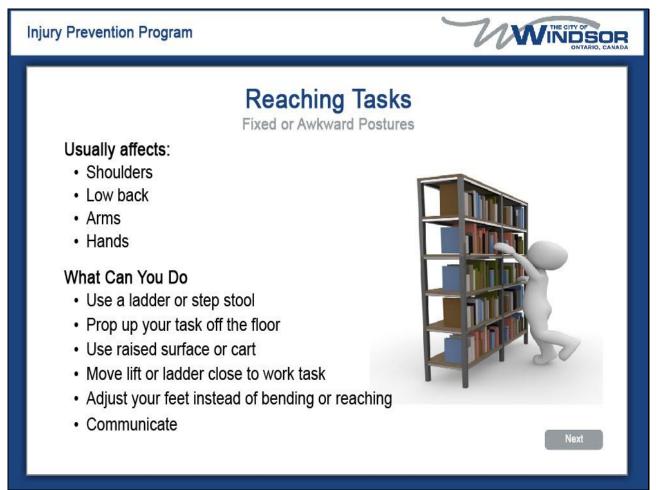
Slide notes

Adjust the seat height, backrest height, seat pan tilt, and armrests of your chair, to optimize proper postures, and promote low back support.

Avoid cradling the telephone frequently between your shoulder and ear.

And use a document holder if you are referencing paperwork frequently throughout the day.

Slide 19 - Slide 19



Slide notes

A second preventative strategy includes being aware of your movements when completing reaching tasks.

Reaching involves your shoulders, low back, arms, and hands. Working outside of the reaching comfort zone can make us have to work harder than if the task were closer and involved less reaching.

For example, when we reach with our elbows fully extended and hands away from our body, we are at risk for straining our shoulders and low back. It also makes it harder to grip tools, especially when reaching with the wrist bent.

What Can you Do?

Use a ladder or step stool to get as close to the task as possible.

Prop up your tasks off of the floor by using a raised surface or cart to prep materials near waist height.

Move the lift or ladder close to the work tasks.

Where possible, adjust by moving your feet instead of bending or reaching.

Communicate. Talk to your co-worker and give them feedback about their work position to help keep reaches close to the body.

Slide 20 - Slide 20



Slide notes

Implementing safe driving practices can assist in preventing injuries.

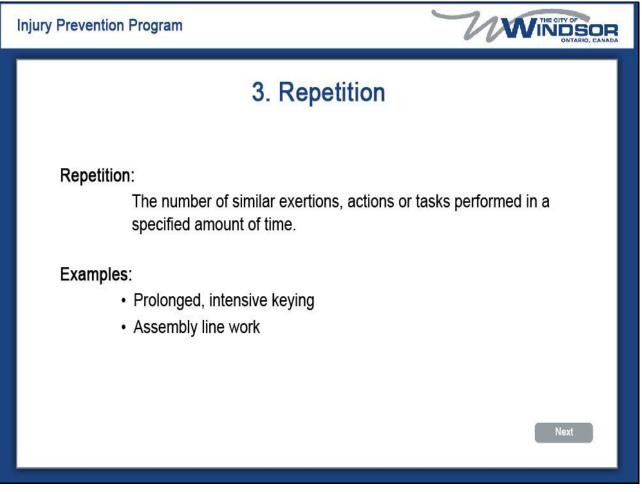
Adjust your seat to approximately 110 degrees.

Adjust your seat to ensure you can comfortably reach the pedals.

Adjust your mirrors to ensure as little neck movement as possible.

Adjust the steering wheel to ease stresses on your arms, neck and shoulders.

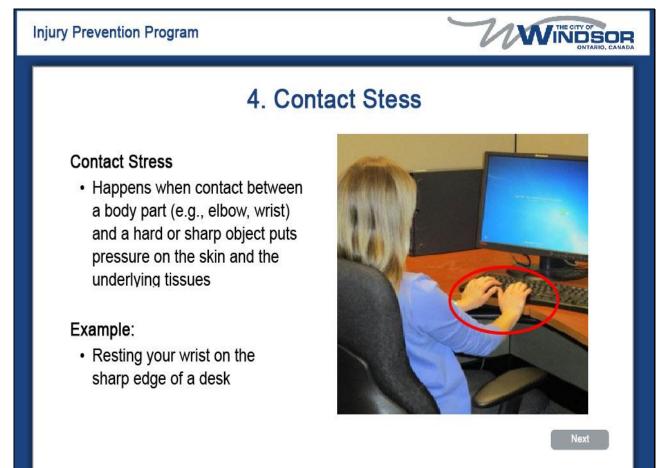
Slide 21 - Slide 21



Slide notes

Repetition is a third primary risk factor, which can be defined as the number of similar exertions, actions, or tasks, performed in a specified amount of time. Examples include prolonged, intensive keying, or assembly line work.

Slide 22 - Slide 22



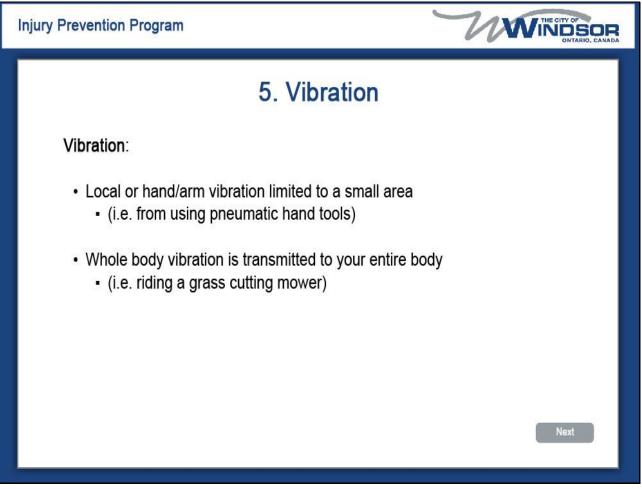
Slide notes

Other MSD hazards or risk factors that can cause or aggravate MSDs include: Contact stress.

Contact stress happens when there is contact between a body part and a hard or sharp object in which pressure is put on the skin and the underlying tissues.

Resting your wrist on the sharp edge of a desk is an example of contact stress.

Slide 23 - Slide 23



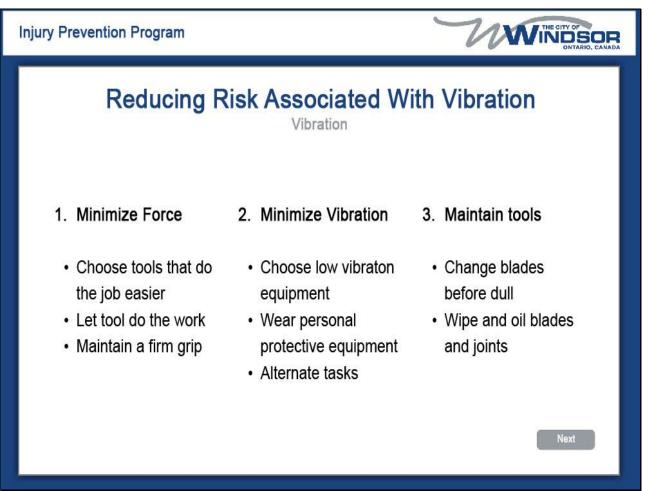
Slide notes

Other MSD hazards or risk factors that can cause or aggravate MSDs include: Vibration.

Local, or hand/arm vibration limited to a small area. For example using pneumatic hand tools.

Whole body vibration is transmitted to your entire body. For example riding a grass cutting mower.

Slide 24 - Slide 24



Slide notes

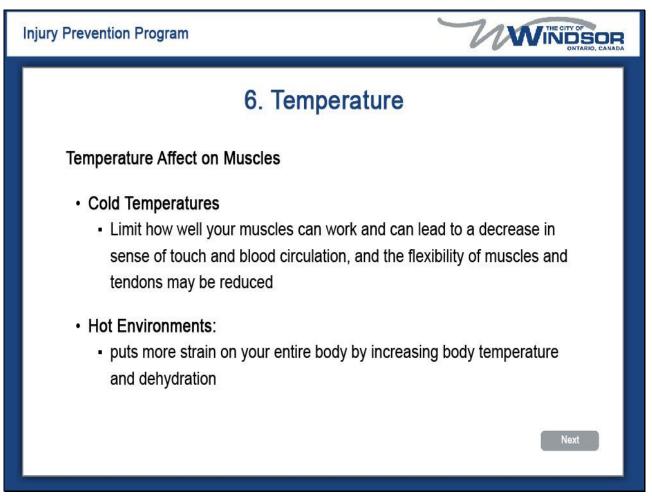
Three guidelines for reducing risk associated with vibration include:

1. Minimize the force by choosing tools that will do the job easier. Let the tool do the work for you, and maintain a firm grip, but not too tight.

2. Minimize Vibration. Choose equipment with low vibration levels when able, wear personal protective equipment, such as dampening gloves, or wrapping the handles, and reduce time using the tool by alternating tasks.

3. Maintain Tools – by changing the blades before they become too dull, or wiping and oiling blades and joints to prevent rusting.

Slide 25 - Slide 25



Slide notes

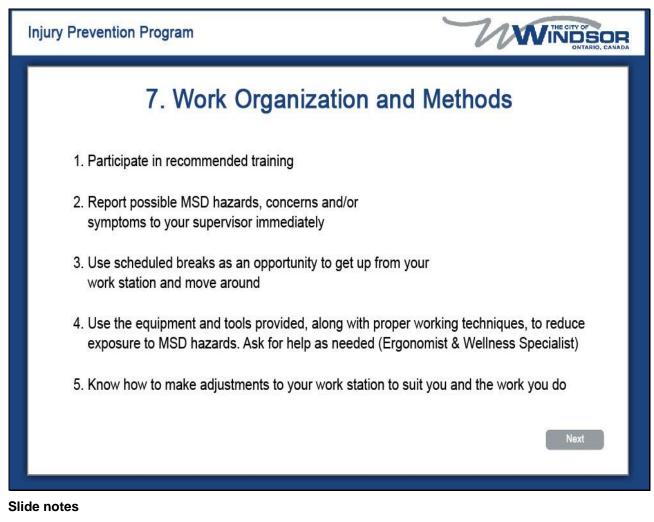
Temperature can also have an affect on how your muscles work.

Cold Temperatures can decrease a sense of touch, decrease blood circulation, and reduce the flexibility of muscles and tendons.

Hot Environments can put more strain on your entire body, by increasing body temperature and dehydration.

To minimize risk, ensure you wear proper clothing. Alternate between periods of cold and warm work, and take rest breaks. Be familiar with signs and symptoms of temperature related illnesses. Stay well hydrated.

Slide 26 - Slide 26



So what can you do?

Participate in recommended training.

Report possible MSD hazards, concerns and/or symptoms, to your supervisor immediately.

Use scheduled breaks, as an opportunity to get up from your work station, and move around.

Use the equipment, and tools provided, along with proper working techniques, to reduce exposure to MSD hazards. Ask for help as needed from the Ergonomist & Wellness Specialist.

And lastly, know how to make adjustments to your work station, to suit you and the work you do.

Participate in recommended training.

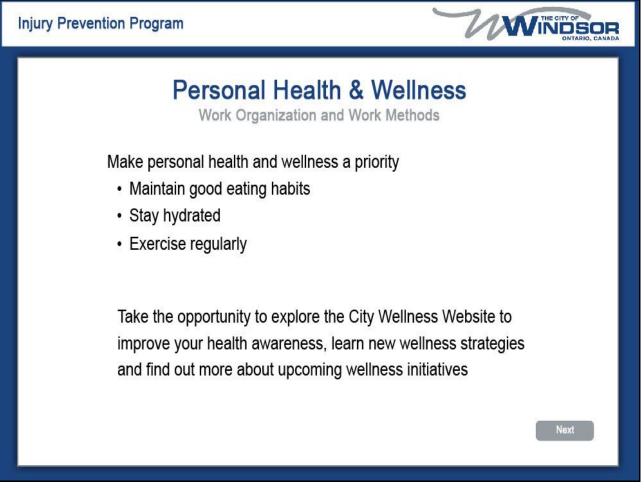
Report possible MSD hazards, concerns and/or symptoms, to your supervisor immediately.

Use scheduled breaks, as an opportunity to get up from your work station, and move around.

Use the equipment, and tools provided, along with proper working techniques, to reduce exposure to MSD hazards. Ask for help as needed from the Ergonomist & Wellness Specialist.

And lastly, know how to make adjustments to your work station to suit you, and the work you do.

Slide 27 - Slide 27



Slide notes

Make personal health and wellness a priority.

Maintain good eating habits. Stay hydrated. And, exercise regularly.

A good place to start, is to take the opportunity to explore the City Wellness Website to improve your health awareness, learn new wellness strategies, and find out more about upcoming wellness initiatives at work.

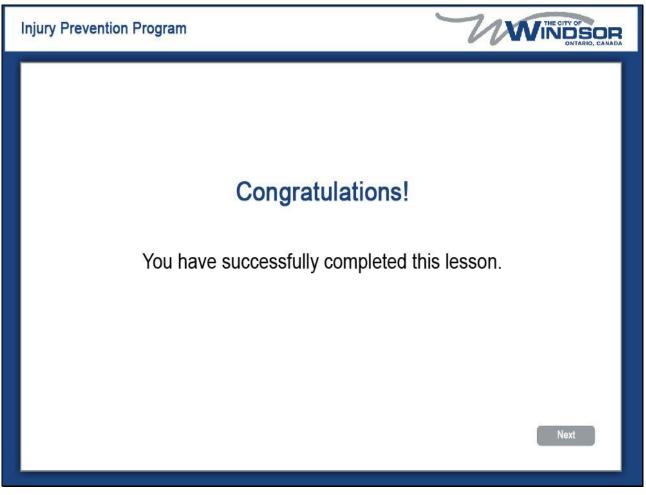
Slide 28 - Slide 28



Slide notes

Visit: www dot citywellness dot c a

Slide 29 - Slide 29



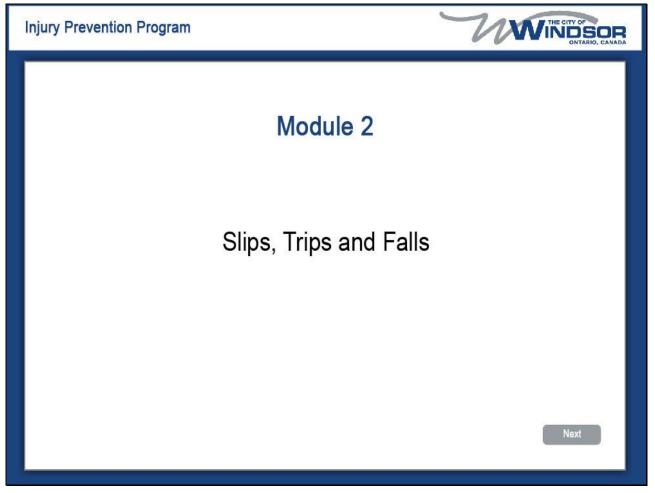
Slide notes

Congratulations!

You have successfully completed this lesson.

Click next to continue.

Slide 30 - Slips_Trips_and_Falls

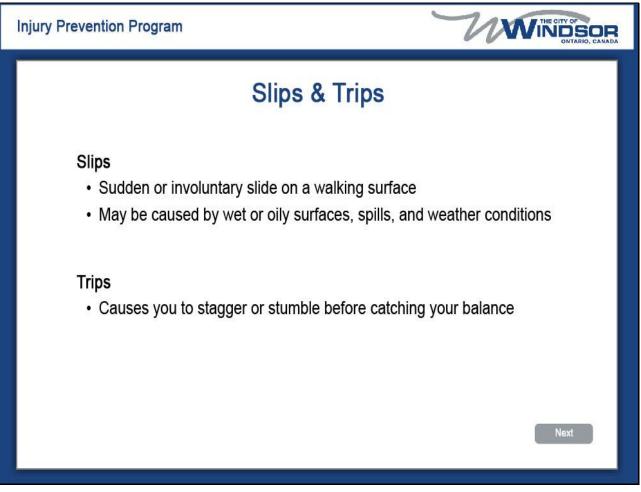


Slide notes

Module 2: Slips, Trips, and Falls.

Slips, trips, and falls remain a leading cause of workplace incidents/accidents. Each and every year in Canada, there are about 60,000 people that are injured in workplace falls. Falls can result in a variety of injuries including bruises, cuts, muscle strains, and sprains, broken bones, concussions, and even death.

Slide 31 - Slide 31



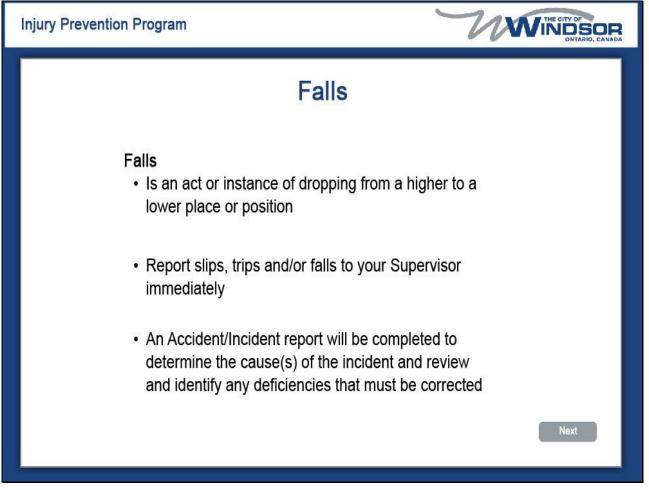
Slide notes

A slip is a sudden, or involuntary slide on a walking surface.

This may be caused by wet, or oily surfaces, spills, and weather conditions, to name a few.

A trip on the other hand, causes you to stagger, or stumble before catching your balance.

Slide 32 - Slide 32



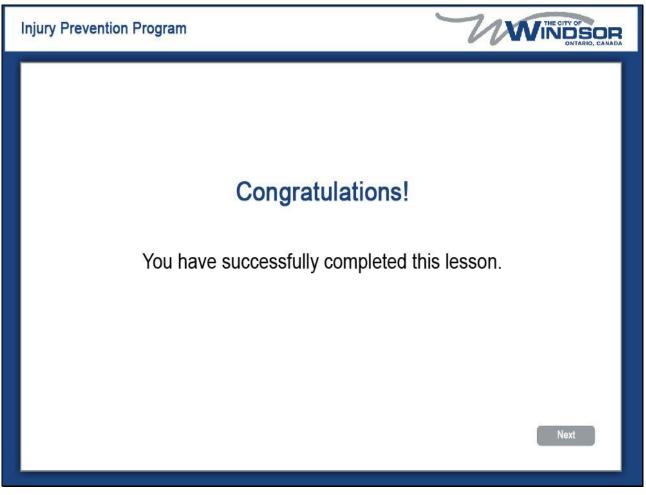
Slide notes

A fall is an act, or instance, of dropping from a higher to a lower place, or position.

Report slips, trips and/or falls to your Supervisor immediately.

An Accident Incident report, will be completed to determine the cause, or causes of the incident, and review, and identify, any deficiencies that must be corrected

Slide 33 - Slide 33



Slide notes

Congratulations!

You have successfully completed this lesson.

Click next to continue.

Slide 34 - Slide 34

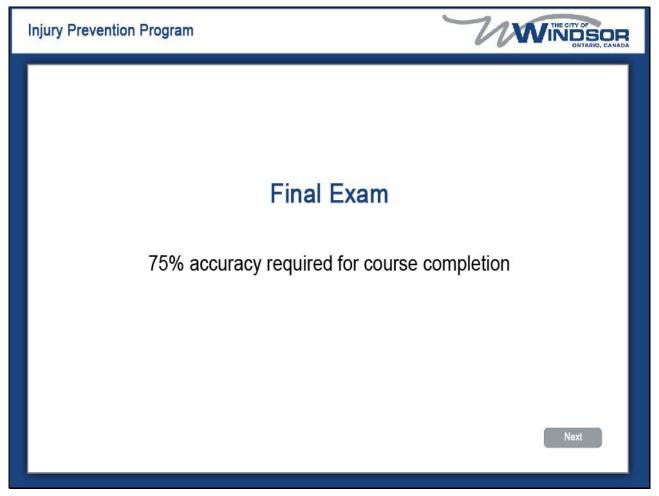


Slide notes

Let's pause for a moment and check your understanding of the information just presented.

Click next, when you are ready to answer a few questions about this material.

Slide 35 - Final_Exam



Slide notes

Now that you have completed all the lessons of this course, it's time to make sure you have a good understanding of this material.

Course completion will require a score of 75 percent or greater.

Click next, when you're ready to begin.

Slide 36 - Slide 36

Injury Prevention Program	THE CITY OF INDSOR ONTARIO, CANADA
MSDs refer to injuries that are the direct result of a fall, struck by or against, caugh in or on, vehicle collision or violence.	Question 1 of 10 t
O A) True	
B) False	
Correct! OK	
You must answer the question before continuing.	
Musculoskeletal Disorders or MSDs, may be caused or aggravated by various hazards, or risk factors in all sectors and occupations.	
ОК	
	Submit

Slide notes

MSDs refer to injuries that are the direct result of a fall, struck by, or against, caught in, or on, vehicle collision, or violence.

Is this true. Or false.

Slide 37 - Slide 37

ijury I	Prevention Program	THE CITY OF INDSOI ONTARIO, CANA
sigr	ile different body parts can be affected by these musculoskeletal disorders, the as and symptoms of MSDs are similar no matter where they occur. They erally include:	Question 2 of 10
0	A) pain with or without movement which can be a warning signal that muscles are tired or they have in one position for too long	ave been held
0	B) swelling and tenderness in a particular area	
0	C) reduced range of motion and/or stiffness, and	
0	D) tingling and/or numbness related to nerve-related injuries or disorders	
۲	E) all of the above Correct!	
	You must answer the question before continuing.	
	MSDs generally include pain with or without movement, swelling and tenderness, reduced range of motion and tingling and/or numbness related to nerve injuries or disorders.	
		Submit

Slide notes

While different body parts can be affected by these musculoskeletal disorders, the signs and symptoms of MSDs are similar, no matter where they occur. They generally include:

pain with, or without movement, which can be a warning signal that muscles are tired, or they have been held in one position for too long.

swelling and tenderness in a particular area

tingling and/or numbness related to nerve-related injuries or disorders.

or, all of the above.

Slide 38 - Slide 38

Injury Prevention Program	THE CITY OF INDSOR ONTARIO, CANADA
Secondary MSD hazards and factors that should be considered include: contact stress, vibration, temperature, work organization, and work methods	Question 3 of 10
 A) True B) False 	
Correct! OK	
You must answer the question before continuing. Secondary MSD hazards and factors include contact stress, vibration, temperature, work organization and work methods.	
	Submit

Slide notes

Secondary MSD hazards and factors that should be considered include: contact stress, vibration, temperature, work organization, and work methods

Is this statement true. or False.

Slide 39 - Slide 39

ijury	Prevention Program	
Cra	dling the telephone between your shoulder and ear is what type of hazard?	Question 4 of 10
0	A) Force	
۲	B) Awkward posture	
0	C) Repetition	
	Correct!	
	You must answer the question before continuing.	
	Avoid cradling the telephone frequently between your shoulder and ear as it is an awkaward posture.	
		Submit

Slide notes

Cradling the telephone between your shoulder and ear, is what type of hazard.

Force.

Awkward posture.

Or repetition

Slide 40 - Slide 40

Injury Prevention Program	
Poor posture has no affect on MSD injuries:	Question 5 of 10
 A) True B) False 	
Correct! ОК	
You must answer the question before continuing. Incorrect Poor posture has a direct affect on MSD injuries.	
	Submit

Slide notes

Poor posture has no affect on MSD injuries:

Is this statement true, or false.

Slide 41 - Slide 41

Injury Prevent	ion Program	THE CITY OF INDSOR ONTARIO, CANADA
The proper	lifting procedure is to lift with your back bent and your knees straight.	Question 6 of 10
 A) True B) False 		
	Correct! OK You must answer the question before continuing. The proper lifing procedure involves having yuor feet shoulder-width apart, knees bent, back straight. Get a good grip. Lift smoothly and slowly using the big muscles in your legs. Hold the object close to your body. Don't twist your back to turn, pivot with your feet. OK	
		Submit

Slide notes

The proper lifting procedure is to lift with your back bent, and your knees straight.

True. Or false.

Slide 42 - Slide 42

		Question 7 of 1
It is best to	avoid twisting your back when carrying or lifiting a heavy load.	
A) True		
 B) Fals 	9	
	Correct!	
	ОК	
	You must answer the question before continuing.	
	When carrying or lifting a heavy load NEVER twist your back to turn. Always pivot with your feet.	
	ОК	

Slide notes

It is best to avoid twisting your back when carrying or lifting a heavy load.

True. Or false.

Slide 43 - Slide 43

Injury	Injury Prevention Program				
Pe	ople can be exposed to MSD hazards. The hazards may become a problem if:	Question 8 of 10			
0	A) the level of the hazard is too high				
0	B) the frequency of the exposure to the hazard is too high				
0	C) the length of exposure to the hazard is too long				
۲	D) all of the above				
	Соrrect!				
	You must answer the question before continuing.				
	Hazards may become a problem if the level of the hazard is too high; the frequency of the exposure to the hazard is too high and the length of exposure to the hazard is too long.				
		Submit			

Slide notes

People can be exposed to MSD hazards. The hazards may become a problem if:

the level of the hazard is too high.

the frequency of the exposure to the hazard is too high.

the length of exposure to the hazard is too long.

Or, all of the above .

Slide 44 - Slide 44

Injury	Prevention Program	THE CITY OF INDSOR ONTARIO, CANADA	
Wh	at can you do to prevent MSD injuries?	Question 9 of 10	
0	A) Report signs and symptoms of MSDs as soon as possible to your supervisor		
0	B) Take scheduled breaks and take opportunities to move around and occasionally change position the work day	ons throughout	
0	C) Use the equipment and tools provided to reduce exposure to MSD hazards		
0	D) Know how to make adjustments to your workstation to suit you and the work you do and ask for help as needed		
0	E) Use propoer working techniques		
۲	F) All of the above		
	You must answer the question before continuing. To prevent MSD injuries report signs and symtoms to your supervisor, take scheduled breaks. use equipment and tools provided to reduce exposure, make adjustments to your workstation to suit you and your work, and use proper working techniques.	Submit	

Slide notes

What can you do to prevent MSD injuries?

Report signs, and symptoms of MSDs as soon as possible to your supervisor.

Take scheduled breaks, and take opportunities to move around, and occasionally change positions throughout the work day.

Use the equipment, and tools provided to reduce exposure to MSD hazards.

Know how to make adjustments to your workstation to suit you, and the work you do and ask for help as needed.

Use proper working techniques

Or, all of the above.

Slide 45 - Slide 45

Injury	Prevention Program
	st practice stategies to incorporate into your daily routine to prevent slip, trip and s include:
0	A) Familiarize yourself with your work environment
0	B) Maintain good housekeeping by cleaning up spills and/or marking spills or wet areas immediately and keep walkways free of clutter
0	C) Be aware of surroundings and report hazards. For example report a hazard if you see mats, rugs and/or carpets not secure
0	D) Select your footwear appropriate for the weather and job/task to be completed
0	E) Work at an appropriate pace - Adjust your stride to the task
۲	F) All of the above
	You must answer the question before continuing. environment, maintain good housekeeping by cleaning up spills and wet areas, be aware of your surroundings and report hazards, select proper footwear for the weather, jobs and tasks, and work at an appropriate pace. OK

Slide notes

Best practice strategies, to incorporate into your daily routine, to prevent slip, trip, and falls include:

Familiarize yourself with your work environment.

Maintain good housekeeping by cleaning up spills and/or marking spills or wet areas immediately, and keep walkways free of clutter.

Be aware of surroundings, and report hazards. For example, report a hazard if you see mats, rugs, and/or carpets not secure.

Select your footwear appropriate for the weather, and job/task to be completed.

Work at an appropriate pace - Adjust your stride to the task

Or, all of the above.

Slide 46 - Slide 46

Injury Prevention Program			
	Test R	Results	
	Total Questions: Accuracy:	{correct-questions} {total-questions} {percent} {total-attempts}	
	RendingwaAarea		
	Retake	e Quiz Exit	

Slide notes

Slide 47 - Slide 47



Slide notes

Congratulations!

You have now completed the injury prevention program. Click exit to end the course.