

Components of a Site MSIP Program

- 1. Policy and Procedures**
 - a. Provincial policy and procedures
 - b. Site and/or division policy and procedures

- 2. Coordination**
 - a. Team coordination
 - b. Training coordination
 - c. Meeting coordination
 - d. Records keeping/document management
 - e. Program planning and management
 - f. Program evaluation

- 3. MSIP Team (with clear roles/responsibilities for each member)**
 - a. Employer / Management
 - b. Employees
 - c. MSIP Leaders (e.g. trainers, therapists, champions, assessors)
 - d. MSIP Consultant

- 4. Supportive Culture**
 - a. Attitudes about safety and change
 - b. Commitment to safe work practices
 - c. Willingness to collaborate across departments

- 5. Risk Management**
 - a. Identification of injury risks
 - b. Assessment of identified risks
 - c. Elimination or management of the risks

- 6. Training/Education**
 - a. Trainers (training, re-certification)
 - b. Staff (basic training and refresher training)
 - c. Assessors (if applicable)

- 7. Equipment Management**
 - a. Identification of need
 - b. Purchase/tendering
 - c. Inventory
 - d. Training
 - e. Preventative maintenance and repair
 - f. Replacement

- 8. Program Evaluation**
 - a. Training evaluations
 - b. Staff feedback
 - c. Injury statistics
 - d. Financial evaluations