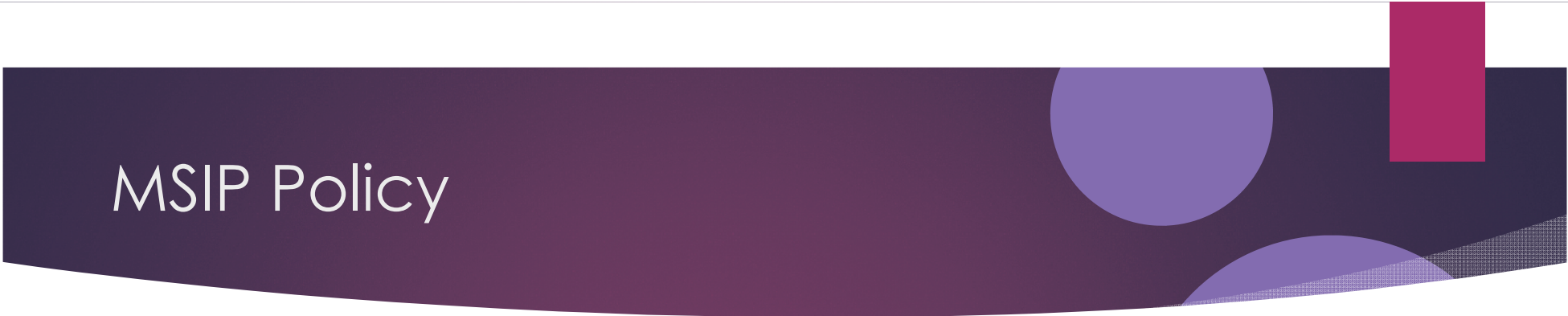




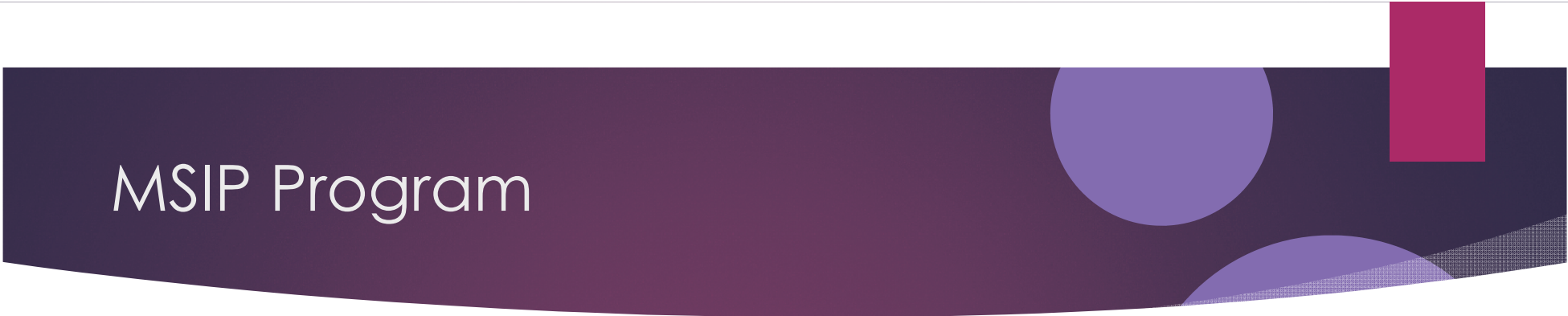
MSIP PROGRAM

LARA KISPAL, PT, MSIP COORDINATOR



MSIP Policy

- ▶ Health PEI is committed to providing a safe and healthy work environment for all employees.
- ▶ MSIP Policy came into effect August 2009 across all Health PEI sites.
- ▶ The purpose of the policy is to reduce or eliminate the risk of MSK injuries to all Health PEI staff.



MSIP Program

► **Musculoskeletal Injury Prevention Program**

- A comprehensive sustainable program that consists of policies/ procedures, training, equipment, risk assessment/ control, dedicated coordination and a supportive culture.

MSIP Training

▶ **TLR Training**

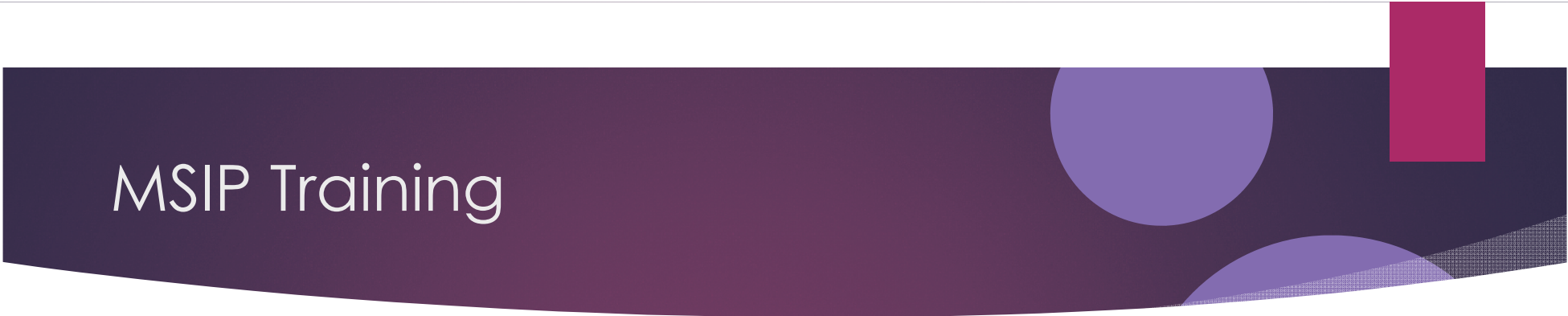
- ▶ Transferring, Lifting and Repositioning
- ▶ An injury prevention program for nursing care/ caregiver employees that focuses on how to safely move patients.

▶ **SMART Training**

- ▶ Safe Moving and Repositioning Techniques
- ▶ An injury prevention program for materials handling and support services employees that focuses on safe materials handling.

▶ **Workstation/ Office Ergonomics Training**

- ▶ An injury prevention program for administrative, technical and managerial employees that focuses on the ergonomics of sitting and standing to work at a variety of workstations. It is designed for employees who spend the majority of their time working at a computer.



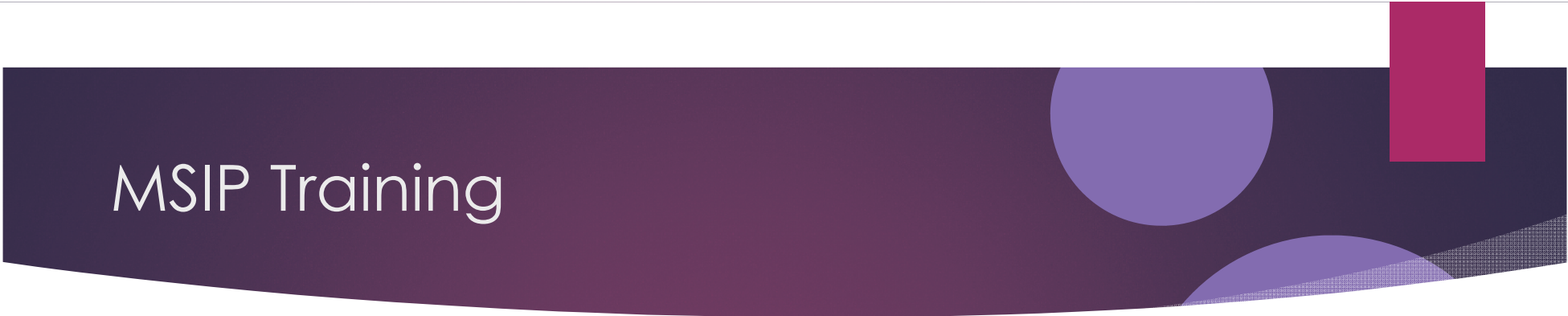
MSIP Training

▶ **Basic Training**

- ▶ Mandatory training where the participants receive the knowledge and practical skills necessary to prevent or minimize musculoskeletal injuries.

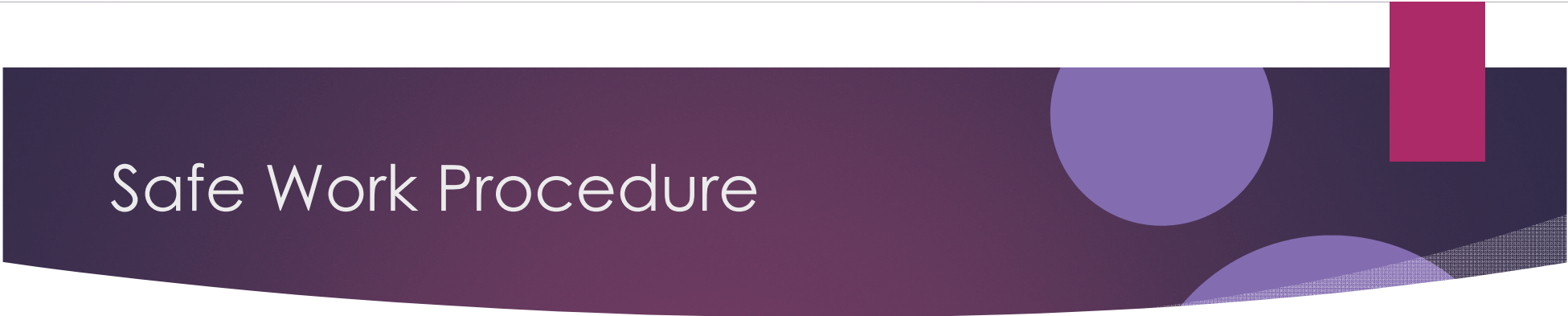
▶ **Refresher Training**

- ▶ Training provided to update or maintain knowledge and skills or those who have participated in basic training.



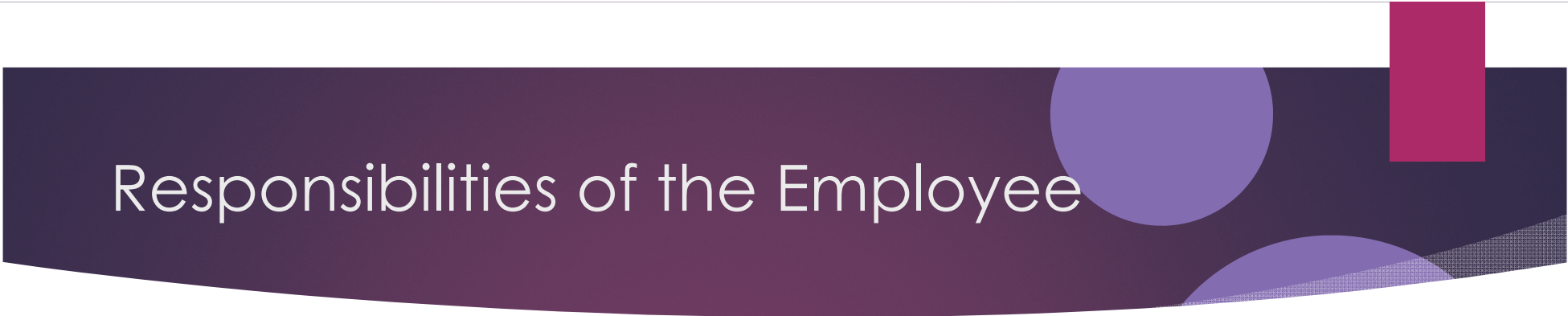
MSIP Training

- ▶ MSIP training is mandatory for all employees and provided by a certified trainer.
 - ▶ **TLR**— nursing and caregivers
 - ▶ **SMART**— support services
 - ▶ **Combination**— diagnostic imaging and cardiorespiratory staff
 - ▶ **Office Ergonomics**— administrative, technical and managerial staff
- ▶ Please talk to your manager or supervisor to determine what training you need and ensure registration in the appropriate training courses.
- ▶ Training courses are posted on the bulletin board outside of the Nursing Education office on the 1st floor near Unit 5.



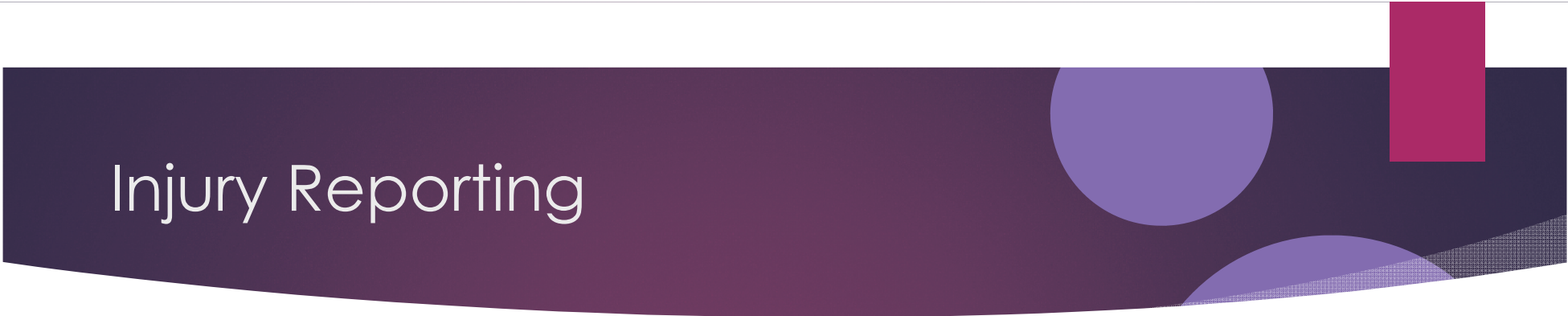
Safe Work Procedure

- ▶ A written, specific step- by- step description of how to complete a job safely and efficiently from start to finish.
- ▶ It includes:
 - ▶ The risks and hazards involved with performing the task.
 - ▶ The personal protective equipment, training and/ or techniques required.
- ▶ Safe Work Procedures can be found on your specific unit, or if one does not exist, please contact your supervisor, manager or the MSIP Coordinator and one can be created.



Responsibilities of the Employee

- ▶ Apply the principles of MSIP to their daily work activity.
- ▶ Attend basic and refresher training as required by the policy.
- ▶ Follow safe work procedures create for specific tasks and/ or equipment.
- ▶ Use equipment provided and as assigned by TLR assessment.
- ▶ Refuse to use any equipment they have not been trained to use.
- ▶ Identify and report hazardous tasks/ environments, unsafe acts and faulty equipment immediately.
- ▶ Participate in incident investigations as required.
- ▶ Conduct ongoing assessments at all times in conjunction with posted logos/ safe working procedures.



Injury Reporting

- ▶ All injury reports must be completed using the PSMS Incident Report
- ▶ The MSIP Coordinator will track, investigate and analyze the musculoskeletal related injuries to help prevent similar injuries in the future

PSMS Incident Report

To prevent work-related injuries, you are required to:

1. Use any and all of the injury prevention training you have been taught (TLR, SMART, Workstation Ergonomics, WHMIS, etc).
2. Notify your manager if you have not received injury prevention training.
3. Check your work area for hazards - report any hazards you find to your supervisor immediately.
4. Keep your work area free of clutter.
5. Use any mechanical lifting and moving equipment that is available to you.
6. Inspect equipment before using it.
7. Use and maintain your personal protective equipment.
8. Wear footwear appropriate for your work area and weather conditions.
9. Follow safe work procedures. Don't take shortcuts to save time - rushing increases the risk of accidents.
10. Work carefully with attention to the quality of your work versus the speed of your work.

If you get injured at work or your work causes physical symptoms:

1. Report your injury/symptoms to your supervisor as soon as possible.
2. Seek medical attention:
 - a. for injuries, seek first aid/medical attention immediately
 - b. for symptoms, consult your physician
 - c. inform your treating physician that your injuries/symptoms may be work related.
3. Record the incident/problem on the electronic Provincial Safety Management System (PSMS) in the "Employee Event" category by the end of your shift or within 24 hours.
4. Fill out and submit the appropriate Workers Compensation Board form(s) to WCB:
 - a. Worker Report (Form 6) - for all injuries (available on the WCB website - www.wcb.pe.ca)

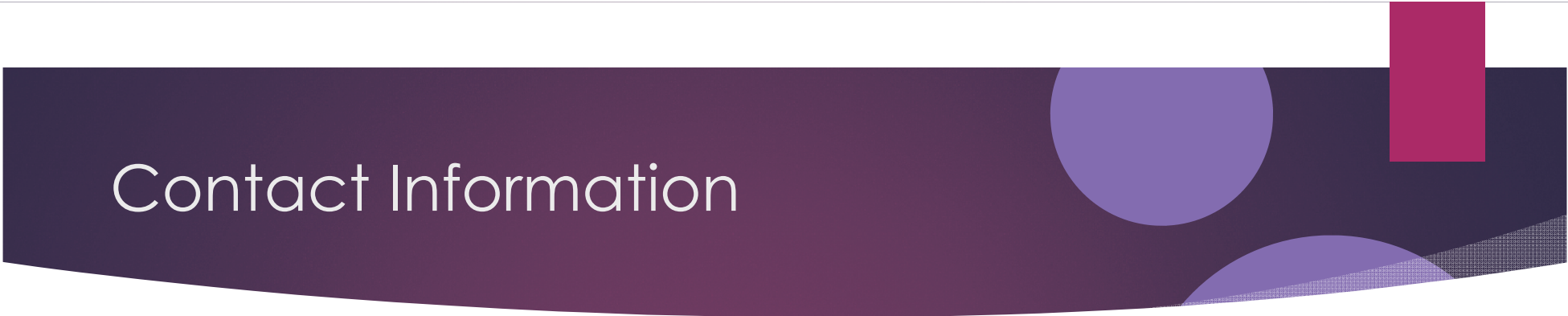
- b. Progressive Injury Questionnaire - if your symptoms have developed over a period of time, you must also complete this questionnaire (available on the WCB website).
 - c. Make copies for your own records and advise your supervisor of any forms that have been completed and sent.
5. If you miss time from work, complete a Leave of Absence form and submit it to your supervisor.

It is up to you to determine if your symptoms warrant seeking medical advice and filing a WCB claim. Filing a claim for work-related injuries/symptoms is especially important should your symptoms persist or worsen.

Filing a claim does not necessarily mean you will need to be off work or require medical treatment.

You have 6 months from the date of an accident to report an injury to WCB. If your symptoms are progressive in nature, contact WCB for more details.

Health PEI
One Island Health System



Contact Information

- ▶ My office is on the first floor near Biomedical.
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