



ERGONOMIC REFERRAL FORM

Please check one of the following and complete the corresponding section of the referral form:

- ☐ Referral for assessment of an individual employee – *Complete Section A*
- ☐ Referral for assessment of a work area – *Complete Section B*
- ☐ Referral for a workspace design recommendation – *Complete Section C*

Section A – Assessment of an Individual Employee

| | |
|--|--|
| Name | |
| Email Address | |
| Phone Number | |
| Work Site Address | |
| Department | |
| Musculoskeletal Symptom(s) or Issues(s) | |
| Has a WCB claim and PSMS incident report been submitted? | |

Section B – Assessment of a Work Area

| | |
|--------------------|--|
| Department | |
| Work Area Assessed | |
| Ergonomic Issue(s) | |

Section C – Workspace Design Recommendation

| | |
|--|--|
| Department | |
| What is being designed? | |
| What is the deadline for design plans? | |

Referral Submitted By:

| | |
|--------------------|--|
| Department Manager | |
| Manager Signature | |
| Date | |

Please send all referrals to: MSIPErgonomics@ihis.org

FREQUENTLY ASKED QUESTIONS

Workstation Ergonomics Module

The online workstation ergonomics module must be completed by all staff who work in an office setting. The full module is required to be completed upon hire, and a refresher training of 1 module per year. The module can be accessed on the Staff Resource Centre (SRC), or via the link:

<https://www.iwh.on.ca/archive/eofficeergo/en/index.html>

If you have any questions or concerns about the online module, please reach out to the MSIP Team.

How long will it take for my employee or work area to be assessed?

Consultations related to reducing the risk of musculoskeletal injuries to Health PEI employees are part of the MSIP Team's role. These requests will be triaged along with other MSIP-related responsibilities. Once the referral form is completed and sent to the MSIPErgonomics@ihis.org every effort will be made to complete the assessment as soon as possible. The MSIP Team will communicate this to the employee and/or manager.

Should the employee be filling out a PSMS Incident Report and/or a WCB claim if they are experiencing work-related musculoskeletal symptoms at work?

It is the manager's responsibility to ensure the employee is aware of their obligation to file both an "Employee Event" PSMS incident report AND a WCB claim when they are injured at work or are experiencing symptoms caused by their work. It is the employee's responsibility to complete the report.

Is there a cost associated with an ergonomic assessment?

There is no cost for any of the assessments completed by the MSIP Team. However, there may be costs associated with the recommendations that follow the assessment. Although every effort is made to minimize costs, recommendations may involve the purchase of equipment (chair, keyboard tray, keyboard, alternative mice, etc.). Please have a conversation with the MSIP team member who completes the assessment to discuss all options available.

How long do employees get to keep trial equipment for?

The Occupational Health, Safety & Wellness Department has an inventory of trial equipment that can be loaned out to staff undergoing an ergonomic assessment as a trial prior to the manager purchasing the equipment. The trial period is variable. The MSIP Team will work with the manager to ensure an appropriate trial length has been completed, prior to the return of the trial equipment and the purchase of the new equipment.

Who is responsible for purchasing and ordering the recommended equipment?

The purchase and purchasing process for any recommended equipment is the responsibility of the department's manager. The MSIP Team will outline specific specifications and provide quotes when possible. Currently, Health PEI has a contract with HMS Office Supplies (Hamster).

How can I justify the cost of the equipment or find money for these recommendations?

The WCB costs for Health PEI are over \$7 million per year over the past few years. Having employees off work due to work related symptoms/ injuries is very costly. Money spent on equipment to prevent an employee from needing medical treatment or even missing a few days of work is quickly recouped.

Am I obligated to fulfill the recommendations?

As per Health PEI's OH&S Policy, the employer is required to provide a safe working environment. This includes supplying equipment to accommodate an employee's needs.

If new equipment or furniture is needed, do I need to purchase it, or is there furniture available to be recycled?

In some instances, furniture is available from other departments to be recycled. There is a surplus store at Beach Grove Home that has a variety of equipment stored there. There is no cost to store excess equipment there, and no cost to obtain the equipment. It is located at 19 Beach Grove Road and is open Tuesdays 9-12 and Wednesdays 1-4. It is recommended that you contact 902-620-3170 prior to as inventory varies. If not, the manager is responsible for purchasing new furniture that meets ergonomic standards.

How do I arrange for office furniture to be moved or modified?

In order to have furniture moved or modified, please contact the Maintenance Department in your facility.