



# Monthly Bulletin – MARCH '26

## COMPANY NEWS

### GOAL OF THE MONTH:

#### *1 Emergency Response Drill*

*\*Remember this form can be accessed on our website under Employee Resources*

<https://www.swabmaster.com/employee-resources>

*password: Safety2025*



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- ❖ **Annual Self Evaluations** have been released to all employees. You will notice the format looks a little different this year. You can access a paper form from the office. Alternatively you can go online to our website [www.swabmaster.ca](http://www.swabmaster.ca), and under Employee Resources > Odd's n End's, you will find the option to print a paper copy or to complete the evaluation online. Please have these filled out and returned to the office by **March 20<sup>th</sup>** with your timesheets.
- ❖ **Equipment Maintenance Work Orders** – Does anyone have any questions about how or when to fill out a work order in the shop? Shawn and Sheri are more than happy to explain the new system.
- ❖ **Opportunity Reports** – The use is in the name. Please use an Opportunity Report any time you see an *opportunity* for improvement in the areas of Safety, Hazard ID, Processes, Vehicles, Equipment, Tools, Documentation, Training, Shop, Yard or any other situation that you identify as a potential opportunity to improve, fix or correct.



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## SAFETY MANUAL REVIEW

### MUSCULOSKELETAL INJURY PREVENTION POLICY

If a worker reports to the employer what the worker believes to be work related symptoms of a musculoskeletal injury, the employer must promptly:

- Review the activities of that worker, and of other workers doing similar tasks, to identify work-related causes of the symptoms, if any, and
- Take corrective measures to avoid further injuries if the causes of the symptoms are work related.

### THREE STAGES OF MUSCULOSKELETAL INJURY

1. Discomfort of the affected area for a period – sharp pains, dull aches, tingling or numbness due to compressed nerves, burning sensations, swelling, redness, tenderness to the touch and pain when affected body parts are moved.
2. Begins to affect work tasks – increasing discomfort.
3. Discomfort is present all the time and affects way of life and work – possible disability.

\* Workers and employers should recognize the signs before stage 3 is reached.

### RECOGNIZING & REDUCING HAZARDS

The purpose of performing a workplace hazard assessment is to identify specific workplace hazards related to musculoskeletal injuries and to then reduce the workers exposure. By using a checklist, it can be determined whether a certain task has a risk factor and once identified the hazard can be reduced or eliminated by:

- Provide workers with awareness of hazards through training.
- Ensure employee is not ill or incapable of performing the task at hand.
- Adapting the workstation or equipment to consider the work being performed.
- Providing sufficient room for proper body movement.
- Provide variety in tasks as to avoid repetition.
- Provide machinery to assist in repetitive tasks.
- Avoid overreaching or stretching by having controls easily accessible.
- Provide proper tools for the task.
- Allow frequent breaks if workers are performing strenuous tasks.
- Allow for severe hot or cold weather.



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## OH&S CODE REVIEW

### **Part 14 Lifting and Handling Loads**

**208(1)** An employer must provide, where reasonably practicable, appropriate equipment for lifting, lowering, pushing, pulling, carrying, handling or transporting heavy or awkward loads.

#### **Adapting heavy or awkward loads:**

**209** If the equipment provided under section 208 is not reasonably practicable in a particular circumstance or for a particular heavy or awkward load, the employer must take all practicable means to

- (a) adapt the load to facilitate lifting, lowering, pushing, pulling, carrying, handling or transporting the load without injuring workers, or
- (b) otherwise minimize the manual handling required to move the load.

#### **Assessing manual handling hazards:**

**210(1)(2)** Before a worker manually lifts, lowers, pushes, pulls, carries, handles or transports a load that could injure the worker, an employer must perform a hazard assessment that considers

- (a) the weight of the load,
- (b) the size of the load,
- (c) the shape of the load,
- (d) the number of times the load will be moved, and
- (e) the manner in which the load will be moved.
- (f) the worker's physical and mental capabilities to perform the work.

**210(3)** If the hazard assessment required by section 7 and subsections (1) and (2) determines that there is a potential for musculoskeletal injury, an employer must ensure that all reasonably practicable measures are used to eliminate or reduce that potential in accordance with section 9.

#### **Training to prevent Musculoskeletal injury:**

**211.1** An employer must ensure that a worker who may be exposed to the possibility of musculoskeletal injury is trained in specific measures to eliminate or reduce that possibility and must include:

- (a) identification of factors that could lead to a musculoskeletal injury,
- (b) the early signs and symptoms of musculoskeletal injury and their potential health effects, and
- (c) preventive measures including, where applicable, the use of altered work procedures, mechanical aids and personal protective equipment.