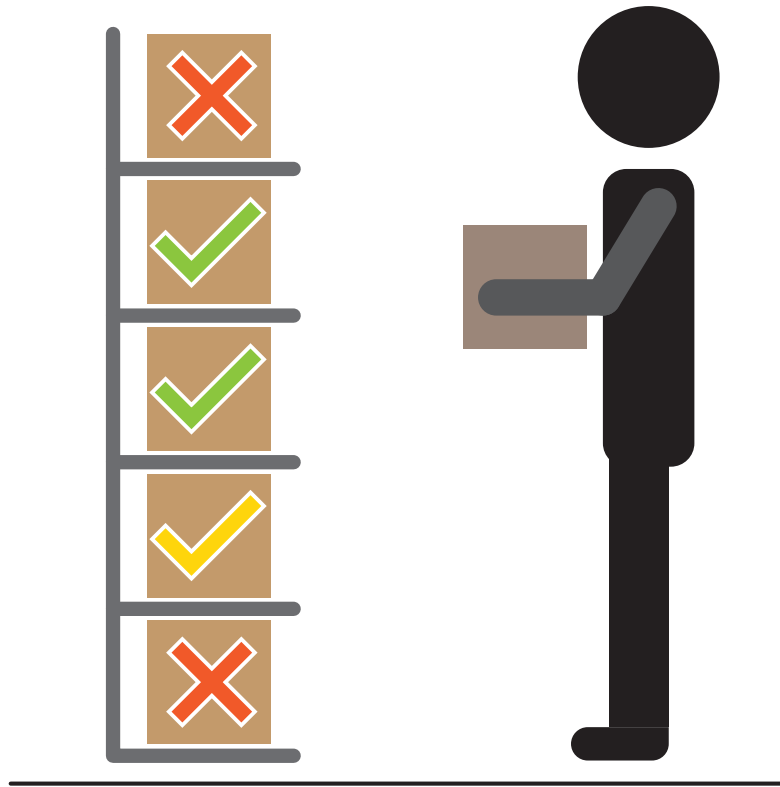


1



Store it off the floor

- Store objects between knee and shoulder level. Waist level is best.
- Store items off the floor to minimize bending.
- Use tables, benches or stands to get work off the floor.
- Store infrequently used objects on the floor, and use carts or equipment to move heavy items.



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**Work
shouldn't
hurt**

Store it off the floor

Ideas for a healthy back

Use these ideas to improve every task at work and at home.

- Use lift assist devices, hand trucks, or handling devices to avoid actually lifting items by hand.
- Control floor level work: use tables, benches, and stands to keep items off the floor.
- Place commonly handled and heavy items at waist height.
- Even under ideal conditions (load is waist high, close to your belly button and only lifted occasionally), control lifting more than 23kg (50lbs) by hand.
- Team lift: use a partner, ideally close to your size and strength.
- Bend at your hips: butt out, "proud" chest, don't round your back.
- Keep the object close to your body or between your legs.
- Rests built into the job allow the body to recover: See MSD Tip #6.

Did you know?

- The closer your hands are to the ground while lifting, the more likely you are to hurt your back.
- Lifting from the ground puts extra load on your spine and puts it in a weakened position... a bad combination!
- Even bending to lift a pencil from the ground can overload your back. Your upper body is heavy!
- Risk of injury is higher when lifting from the floor than from waist level, even if you bend your knees and lift with your legs.

Improve your workplace

- Ask yourself and others, "Why does the job require lifting from the floor?" until you get to the bottom of the problem.

What are we going to do today to keep our backs healthy while working?

1

2

3

Whatever changes you make, check that you are not creating any new problems.

2



Keep it close

- Perform tasks close to your body.
- Avoid leaning and stretching forward to reduce stress on your lower back.
- Avoid side reaches that twist the spine.
- Your smart workstation: keep common tasks close; less common tasks out of the way.



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Keep it close

Ideas for a healthy body

Use these ideas to improve every task at work and at home.

- Arrange your workspace so commonly used or heavier items are directly in front and close to your body.
- Perform the most frequent tasks closest to your body.
- Even under ideal conditions (load is waist high, close to your belly button and only lifted occasionally), control lifting more than 23kg (50lbs) by hand.
- Move unused items away to create a clutter-free and easy-to-use workspace.
- Take a minute when you start work to move things where you want them. Everybody uses things differently.
- Move your feet so your spine doesn't have to twist.
- Rests built into the job allow the body to recover: See MSD Tip #6.

Did you know?

- Long or frequent forward reaches can overload your back and shoulder muscles, increasing your risk of injury.
- Sideways reaches, or picking up a load to the side, can cause your back to twist.
- Twisting puts your spine in a weak position, increasing the risk of overloading your back.
- Working with your arms stretched out in front of your body fatigues your shoulders quickly.

Improve your workplace

- Ask yourself and others, "Why does the job require reaching and twisting?" until you to the bottom of the problem.

What are we going to do today to keep our backs and shoulders healthy while reaching?

1

2

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Whatever changes you make, check that you are not creating any new problems.

3



Hands below head

- Use a stool, platform, ladder or hoist so work is below head/shoulder height.
- Choose lighter tools and materials for overhead work.
- Use a bit extender for drills/screw guns.
- Find other tools/assists to limit overhead work.



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Hands below head

Ideas for healthy shoulders

Use these ideas to improve every task at work and at home.

- Stand on a raised surface or platform to reduce the actual working height. This will help your shoulders and neck.
- Some tools can use extensions to do the reaching for you.
- Use temporary clamps or fasteners to hold objects in place and allow you to use both arms for your work.
- Light-weight tools will reduce the overall load on your shoulders if you must work overhead.
- Rests built into the job allow the body to recover: See MSD Tip #6.

Did you know?

- Working with hands above shoulder height (overhead) can quickly fatigue your shoulder muscles and lead to fatigue, discomfort and injury.
- Holding a tool or object when working overhead makes them fatigue even faster.
- Your arms have shorter endurance, less accuracy and decreased productivity when working overhead.
- If you have to look up when working overhead, it can quickly fatigue your neck area too.

Improve your workplace

- Ask yourself and others, “Why does the job require working overhead?” until you get to the bottom of the problem.

What are we going to do today to keep our shoulders and necks healthy if the work is overhead?

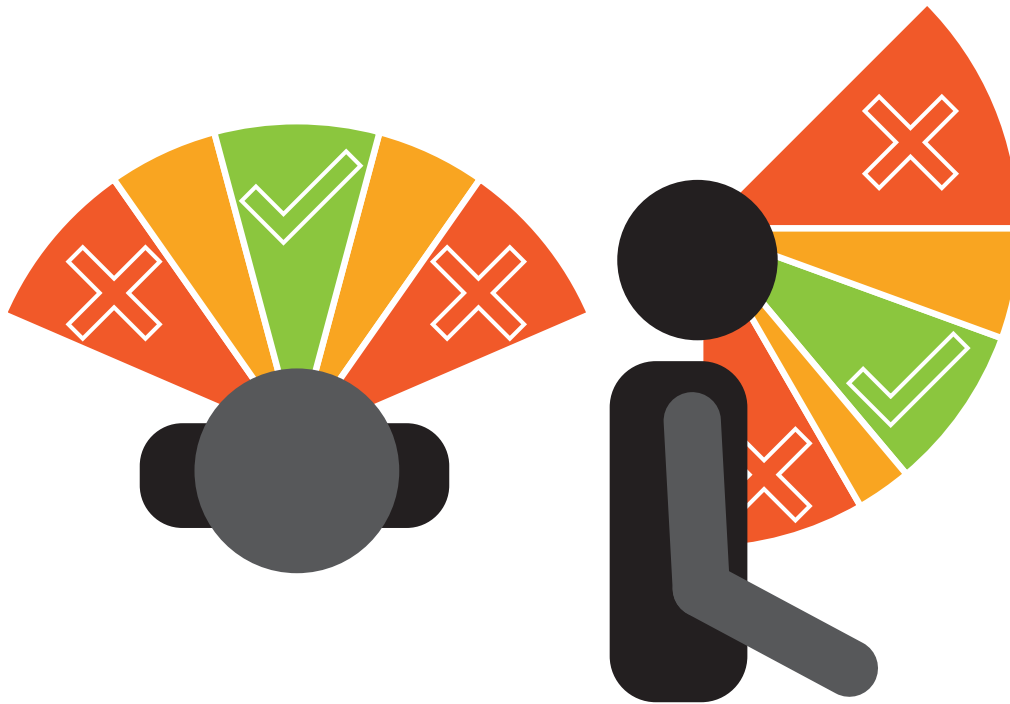
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4



Look straight ahead

- Position your work and equipment to keep your gaze straight ahead.
- Position your work below eye level to align your vision with the task.
- Arrange your workspace so common items are centred to your body.
- Remember to give your neck a break.



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Look straight ahead

Ideas for a healthy neck and shoulders

Use these ideas to improve every task at work and at home.

- Set up your workspace to look straight ahead.
- Characters or graphics on a screen can be enlarged, or the work can be better lit so you can easily see.
- Reducing glare lets you see better and helps prevent sore eyes.
- Get corrective lenses matched to your work if your vision is making you lean forward, twist or bend your neck to see.
- Place work requiring visual attention below eye level to match your vision and the task.
- Adjust the distance of your work or screen to about an arm's length from your eyes, then fine tune the distance and height for your vision and task.
- Rests built into the job allow the body to recover: See MSD Tip #6.

Did you know?

- Bending your neck forward or backward on a regular basis and without pauses can overload its muscles, leading to fatigue and MSD.
- Looking to one side and twisting your neck on a regular basis without pauses triples your risk of neck pain compared to looking straight ahead.
- If workers can't see their work on a computer screen clearly, they tend to lean forward, bending and twisting their neck. It's called "pigeon neck" and can lead to fatigue and pain in the neck and shoulders.

Improve your workplace

- Ask yourself and others, "Why does the job require bending and twisting of the neck?" until you get to the bottom of the problem.

What are we going to do today to keep our necks healthy while working?

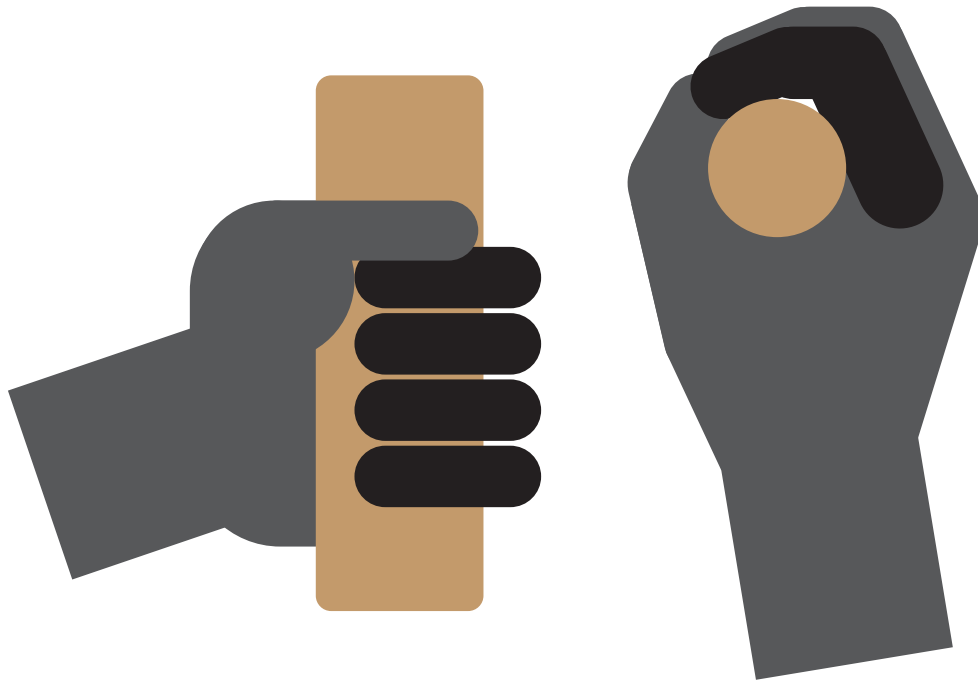
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5



Get a (good) grip

- High force work: power grip (full hand). Low force, precision work: pinch grip.
- Choose a tool and grip that puts your wrist in a strong, natural position.
- Choosing tools: good shape for the task, fits your hand, edges don't dig in.
- Power tools with low vibration and no kickback are best.



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Get a (good) grip

Ideas for healthy hands

Use these ideas to improve every task at work and at home.

- Control repeated pinching tasks that can cause muscle fatigue and wrist disorders, especially if the pinch grip must be forceful.
- Arrange your work so your wrists are in a strong, natural position when performing gripping tasks or using tools.
- Choose a tool that matches the task. Bend the handle, not the wrist.
- Replace or modify tools that don't fit your hand, are slippery, vibrate, or dig into your hand.
- If the task requires one hand to hold an object for the other to work on it, use a tool or clamp to secure it, freeing your other hand.
- Repair or replace tools that have strong vibration or kickback.
- Rests built into the job allow the body to recover: See MSD Tip #6.

Did you know?

- Power grips using the whole hand are five times stronger than pinch grips which use only the fingers.
- Pinch grips work well for precision work, but fatigue very quickly during forceful tasks. Regular forceful pinch grips are the strongest predictor of hand and arm disorders.
- Working with your wrists in a strong, natural position reduces loading and fatigue in both the hands and wrists.
- A grip size that is too big or small for your hands increases the effort required to the task and increases fatigue.

Improve your workplace

- Ask yourself and others, "Why are the workspace and tools not right for the job?" until you get to the bottom of the problem.

What are we going to do today to keep our hands healthy while gripping?

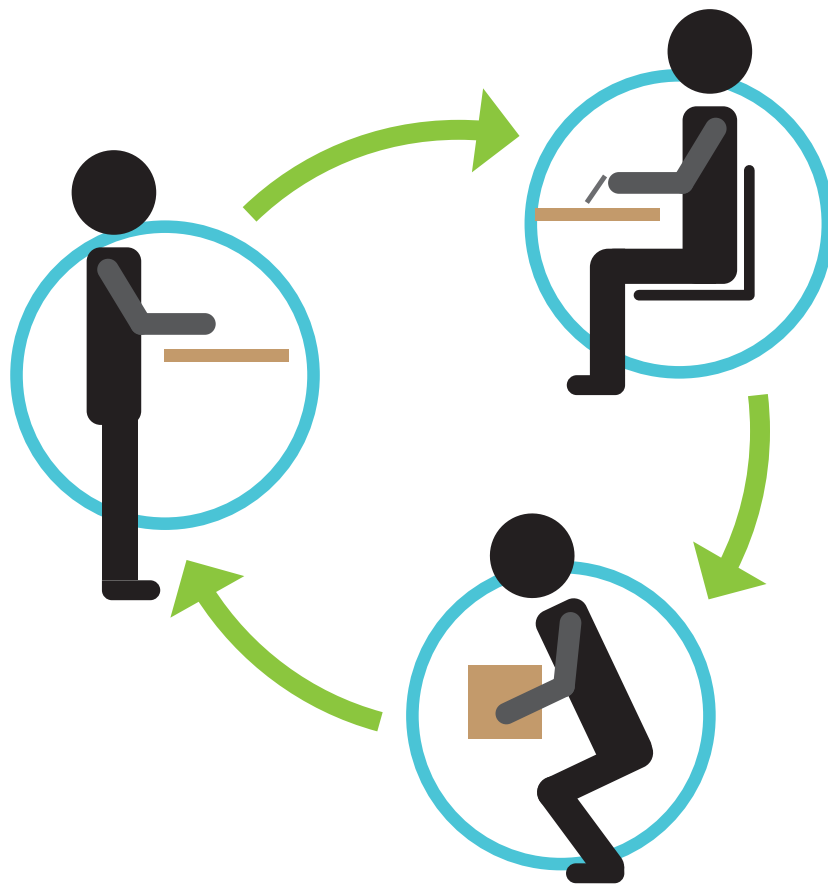
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6



Change it up

- Include micro breaks in your tasks for body recovery and fatigue prevention.
- Fatigue can occur during long duration efforts and repetitive tasks.
- Rotate different tasks to provide working rests.
- Tasks that have MSD hazards and little recovery time have a high priority for change.



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Change it up

Ideas for a healthy body

Use these ideas to improve every task at work and at home.

- Design work so that there are working rests, micro breaks and different activities built in that allow the body to recover.
- Even a seemingly light task, like using a computer mouse, needs recovery time built in.
- Organize your day to include a range of different tasks. Switch between tasks that load different parts of the body.
- Organize work so that workers have the flexibility to vary their activities, allowing for recovery when they need it.
- Rotate your workers between tasks on a regular basis without exposing them to tasks with high MSD hazards.
- Job rotation should not be the only fix for MSD hazards. Work to eliminate or reduce the hazards themselves.

Did you know?

- Repeated or sustained work with little chance for the body to recover can lead to fatigue and muscle, tendon, or ligament disorders.
- Repetitive work or holding one position can reduce recovery. Well-organized work can let one part of your body recover while another performs a different task.
- To help assess a task, look at whether there are recovery times or pauses built in, not only the production rate or repetitiveness.
- Pauses and micro breaks built into the job allow the body to recover.

Improve your workplace

- Ask yourself and others, “Why does the job not have recovery time built in?” until you get to the bottom of the problem.

What are we going to do today to improve recovery time for our body?

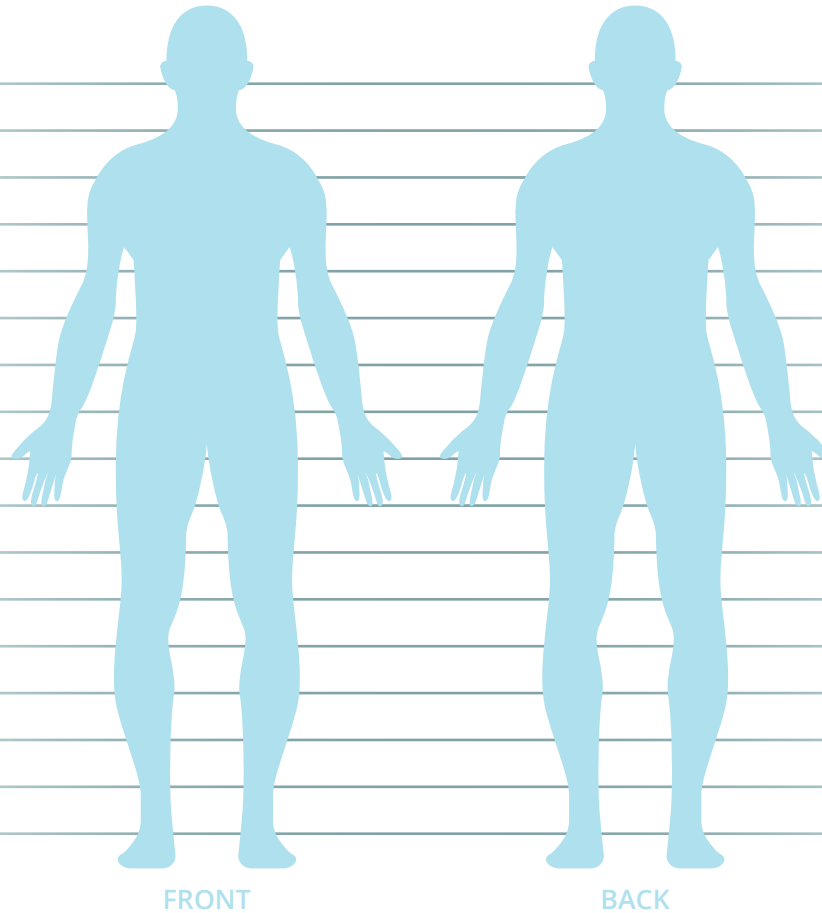
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Whatever changes you make, check that you are not creating any new problems.

7



Work shouldn't hurt

- We all suffer occasional pain and discomfort at work, but work shouldn't hurt.
- Talk with your supervisor, manager or boss if you have pain at work.
- After attending to workers' pain/discomfort, take action to control MSD hazards.
- Use this diagram to help map pain and discomfort patterns in your workplace.



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Work shouldn't hurt

What to do if workers have pain

Use these ideas to improve every task at work and at home.

- Workers should talk with their supervisor, manager or business owner about their pain at work and possible causes.
- Pain that doesn't disappear before the start of work next day or continues over a weekend should lead you to speak up immediately.
- Use the discomfort diagrams with individuals or groups of workers to pinpoint areas in the body of concern.
- Work to eliminate or reduce the six hazards described in this introductory Guideline.

Did you know?

- MSD hazards can lead to fatigue, discomfort, pain in muscles, tendons, nerves and ligaments, and disability. These hazards can also make previous MSD problems worse.
- A job that overloads the body and doesn't allow it to recover and adapt, leads to discomfort, pain and disability after weeks, months or years.
- We all suffer occasional pain and discomfort, but work shouldn't hurt.
- We all have different bodies. We shouldn't be surprised that some people develop pain and discomfort in a job with MSD hazards while another person may not.

Improve your workplace

- Ask yourself and others, "Why do I hurt when I do this job or task?" until you get to the bottom of the problem.

What are we going to do today to fix back pain, shoulder tendinitis, tennis elbow and other MSD at work?

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Whatever changes you make, check that you are not creating any new problems.