



SARNIA REFINERY

MSD PREVENTION

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STANDARD

Document Number:

4000-ZSD-SM00HHSA-014897

Document Owner: Manager, EH&S

Document Contact: Hygienist

SCOPE AND PURPOSE

This standard prescribes the management process to identify and control risk factors that may contribute to musculoskeletal disorders (MSDs).

ROLES & RESPONSIBILITIES

Occupational Hygienist is accountable to provide support, as necessary, to ensure appropriate control of worker exposure to MSD risk factors and conformance to this Standard and to maintain all associated documentation.

HAZARD IDENTIFICATION

MSD risk factors shall be pro-actively identified through the following processes:

- Hazard reporting (formal and informal);
- Joint Health & Safety Committee (JHSC) physical conditions inspections;
- Pre-Start Safety Reviews (PSSRs);
- Management of Change (MOC);
- Behaviour-based observation program;
- EHS relevant product approval process;
- Physical Demands Description documents; and
- MSD hazard identification tools.

MSD risk factors shall also be identified through review of:

- Reports of pain/discomfort to Supervisors or the Health Centre;
- Incidents reports;
- First-aid/medical-aid reports; and
- WSIB claims.

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RISK ASSESSMENT

Job positions are categorized as follows:

- Physical:
 - Outdoor Operator;
 - Laboratory Technician;
 - Storehouse Technician; and
 - Instrument Technician
- Non-physical:
 - >80% field work
 - 20-80% field work
 - <20% field work
 - Sedentary

Documentation regarding job position categories shall be maintained by the Occupational Hygienist.

Physical Demands Descriptions (PDDs)

A job-specific PDD shall be maintained for each physical position. One generic PDD shall be maintained for each of the non-physical job categories.

Existing PDDs shall be reviewed with new employees upon-hire to identify potential for future injury and ensure appropriate job placement. PDDs shall also be provided to the WSIB, upon request. Additional, job- or worker-specific, PDDs will be created, as required, to further support the claims management process.

Simple Risk Assessments

A simple risk assessment shall be completed and maintained for each physical position. Simple risk assessments (including office workstation ergonomic assessments) shall be conducted for other job positions, as necessary, and prioritized in accordance with Table 1 in Appendix A.

The need for further, more detailed, risk assessment shall be determined and prioritized in accordance with Table 2 in Appendix A.

Standard assessment methods and objective analysis tools (i.e., RULA, Strain Index, NIOSH, SNOOK, etc...) shall be used to evaluate tasks, as appropriate.

RISK CONTROL


Controls shall be considered when a risk assessment concludes that workers are exposed to an increase risk of injury. Prioritization of controls shall be determined in accordance with Table 2 in Appendix A. Workers who perform the work activity of concern shall be involved in process of determining and implementing appropriate ergonomic-related controls.

Training

All Suncor employees shall receive training that includes the following topics:

- MSD risk factors and prevention;
- Manual Material Handling; and
- Office Ergonomics.

END OF STANDARD

		<u>REVISION LOG</u>	
Date MM/DD/YYYY	Revision	Section	Comment
02/10/2012	Original	All	New Document.
06/22/2012	1	All	Updated format and placed into new template, but content was NOT altered.
07/24/2013	-	Header	Document Owner & Contact Updated, but NO content changed.
11/28/2014	-	-	Document reviewed - No change to content.

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APPENDIX A
Table 1 – Simple Risk Assessment
Prioritization Table

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Worker Discomfort/ Concern Reported		MSD Hazard(s) Identified		MSD(s) Present		Priority Level
YES	NO	YES	NO	YES	NO	
✓		✓		✓		High
	✓	✓		✓		
✓			✓	✓		
	✓		✓	✓		
✓		✓			✓	
	✓	✓			✓	
✓			✓		✓	
	✓		✓		✓	
	✓		✓		✓	



APPENDIX B
Table 2 – Detailed Risk Assessment and Control Prioritization Table

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Worker Discomfort/ Concern Reported		Risk Assessment Levels Exceeded		MSD(s) Present		Action
YES	NO	YES	NO	YES	NO	
✓		✓		✓		Implement Controls – Priority 1
	✓	✓		✓		
✓			✓	✓		Conduct Detailed Risk Assessment
	✓		✓	✓		
✓		✓			✓	Implement Controls – Priority 2
	✓	✓			✓	Consider Controls – Priority 3
✓			✓		✓	Conduct Detailed Risk Assessment
	✓		✓		✓	Continue to Monitor



The following individuals have approved and signed this document.

UserName: Peter Lynch (plynch)

Title: Mgr EH&S Sarnia

Date: Monday, 01 December 2014, 08:10 AM Mountain Time

Meaning:

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