

Cornerstone Behavioral Healthcare

HS.3C Musculoskeletal Disorder

Cornerstone Behavioral Healthcare (CBH) will make reasonable attempts to prevent Musculoskeletal Disorder, (also known as MSD) by developing procedures that reduce the possibility of injury. All CBH employees will report any MSD to their immediate supervisor. CBH management will review this policy and procedure at minimum every three (3) years, and CBH will be in compliance with OSHA's Ergonomics Program Standards.

CBH supervisors and management will review all employees' jobs to determine whether they routinely involve exposure to one or more of the five (5) ergonomic risk factors on one or more days a week. An assessment will be based upon a "Basic Screening Tool" developed by OSHA—a two-page checklist that identifies factors, which could lead to an MSD hazard. These risk factors are:

- **Repetition**--e.g., repeating same motions every few seconds for two (2) hours at a time, or using a device (such as a keyboard and/or mouse) steadily for more than four (4) hours daily
- **Force**--e.g., lifting more than seventy-five (75) pounds at any one time, or pushing/pulling with more than twenty (20) pounds of initial force (such as pushing a sixty-five (65) pound box across a tile floor more than two (2) hours a day
- **Awkward Postures**--e.g., repeatedly nailing or working with the hands above the head for more than two (2) hours a day, or working with the back, neck or wrist bent for more than two (2) hours total per day
- **Contact Stress**--e.g., using the hand or knee as a hammer more than ten (10) times an hour for more than two (2) hours total per day
- **Vibration**--e.g., using tools or equipment that typically have high vibration levels (such as chainsaws, jack hammers, percussive tools) for more than thirty (30) minutes per day or tools with moderate vibration levels (such as jigsaws, grinders, etc.) for more than two (2) hours per day

Should a staff person(s) meet exposure, an OSHA Computer Workstations eTool--Evaluation Checklist will be completed to identify, analyze, and control MSD hazards in PC tasks.

CBH management will resolve any MSD potential injury work factors once they are identified by using, "feasible engineering, work practice, or administrative controls". CBH employees will report any MSD injury, or potential injury, immediately to their supervisor. CBH will provide, at no cost to the employee, access to a health care professional, evaluation and follow-up of an MSD incident, and any temporary work restrictions determined to be necessary. CBH will follow OSHA standards deemed appropriate regarding MSD injuries.

All CBH employees will receive ergonomic training within 45 days of hire with follow-up training annually. Training will include MSD signs, symptoms, and hazards; reporting MSDs; the ergonomics program; and how to implement and evaluate controls used to address hazards.

Furthermore, all staff should take a break every hour while entering data to perform soft tissue exercises as trained and according to the information provided to all staff. Additionally, any staff entering data for an uninterrupted period of four (4) hours or more, exclusive of breaks, in any workday, is to notify their supervisor immediately. Compliance with this is mandatory.

CEO or designee is responsible for ensuring compliance with this policy and procedure. Records will be kept relating to the program, the occurrence of MSDs, and CBH's response.



11/16/2022

CEO

Date