

ARE YOU SUFFERING FROM A SORE BACK? ACHY
ARMS OR WRIST? YOU NEED TO READ THIS BOOK!

PAIN IS OPTIONAL

FOR CATERERS



actsafe[★]

Acknowledgements

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THE STAGES OF A DEGENERATIVE MSI

STAGE ONE

AT FIRST, YOU MIGHT GET SYMPTOMS LIKE MUSCLE TENSION, FATIGUE AND/OR ACHING. REST HELPS YOU FEEL BETTER (ASSUMING YOU DO GET REST). MANY PEOPLE THINK THAT THIS IS NORMAL AFTER A DAY OF HARD WORK, BUT IT COULD BE THE START OF SOMETHING WORSE.

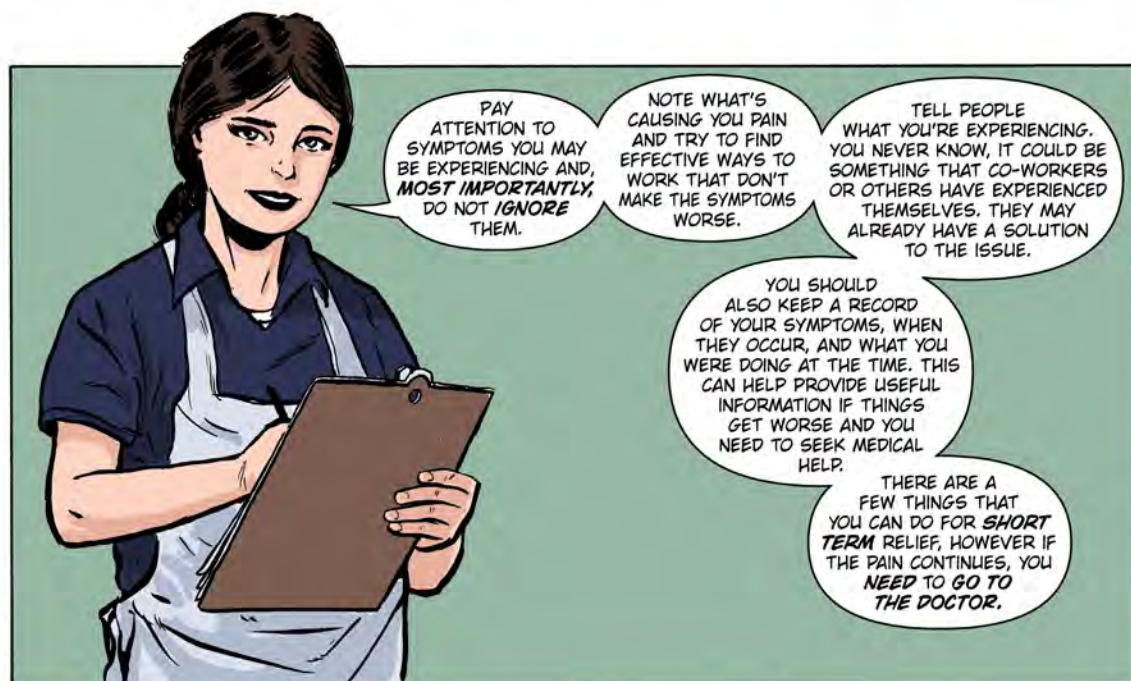
STAGE TWO

IF THINGS CONTINUE TO GET WORSE, THE SYMPTOMS WILL BECOME MORE INTENSE: PAIN, NUMBNESS AND TINGLING. REST NO LONGER SEEMS TO HELP LIKE IT ONCE DID AND YOU MAY HAVE SYMPTOMS AT HOME AND AT WORK. IF YOU DON'T MAKE CHANGES NOW, THINGS WILL ONLY GET WORSE AND CORRECTING THE ISSUE WILL ONLY BECOME HARDER.

STAGE THREE

IF YOU'VE CONTINUED TO IGNORE SYMPTOMS, SUCH AS BACK PAIN, YOU WILL END UP AT THE BOTTOM -- **STAGE 3!** THE DAMAGE IS DONE. YOU'VE GOT SERIOUS TISSUE DAMAGE AND ARE FEELING PAIN, ACHING AND FATIGUE -- EVEN WHEN RESTING. YOU'RE PROBABLY NOT SLEEPING WELL AND ARE NOW AT A RISK OF NOT EVEN BEING ABLE TO WORK. YOU'LL NEED MEDICAL CARE.

IF YOU LET THINGS GET THIS FAR, YOU MAY NEVER GET BACK TO "NORMAL". SOME MSI INJURIES ARE IRREVERSIBLE.



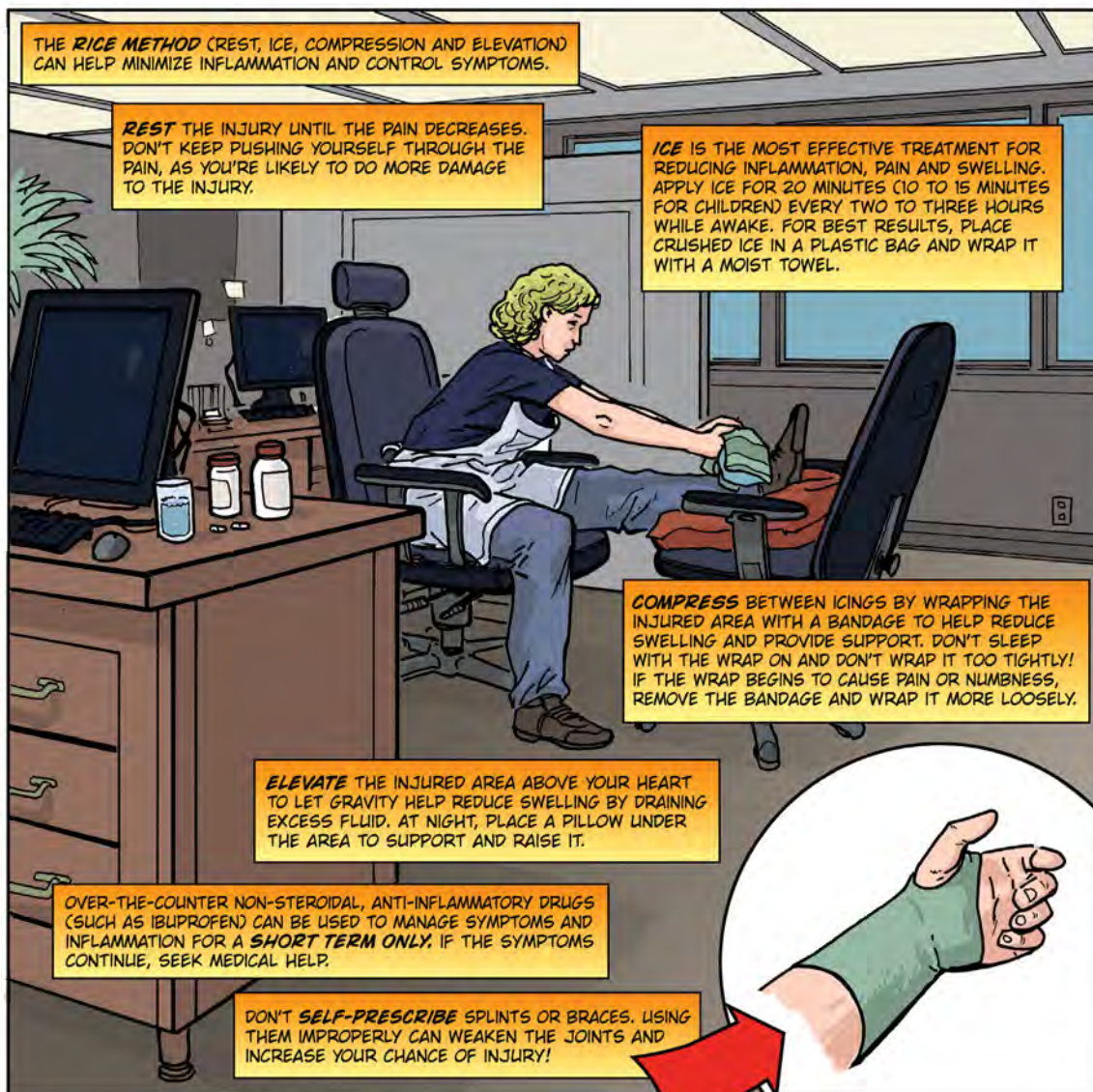
PAY ATTENTION TO SYMPTOMS YOU MAY BE EXPERIENCING AND, **MOST IMPORTANTLY**, DO NOT IGNORE THEM.

NOTE WHAT'S CAUSING YOU PAIN AND TRY TO FIND EFFECTIVE WAYS TO WORK THAT DON'T MAKE THE SYMPTOMS WORSE.

TELL PEOPLE WHAT YOU'RE EXPERIENCING. YOU NEVER KNOW, IT COULD BE SOMETHING THAT CO-WORKERS OR OTHERS HAVE EXPERIENCED THEMSELVES. THEY MAY ALREADY HAVE A SOLUTION TO THE ISSUE.

YOU SHOULD ALSO KEEP A RECORD OF YOUR SYMPTOMS, WHEN THEY OCCUR, AND WHAT YOU WERE DOING AT THE TIME. THIS CAN HELP PROVIDE USEFUL INFORMATION IF THINGS GET WORSE AND YOU NEED TO SEEK MEDICAL HELP.

THERE ARE A FEW THINGS THAT YOU CAN DO FOR **SHORT TERM** RELIEF, HOWEVER IF THE PAIN CONTINUES, YOU **NEED TO GO TO THE DOCTOR**.



THE **RICE METHOD** (REST, ICE, COMPRESSION AND ELEVATION) CAN HELP MINIMIZE INFLAMMATION AND CONTROL SYMPTOMS.

REST THE INJURY UNTIL THE PAIN DECREASES. DON'T KEEP PUSHING YOURSELF THROUGH THE PAIN, AS YOU'RE LIKELY TO DO MORE DAMAGE TO THE INJURY.

ICE IS THE MOST EFFECTIVE TREATMENT FOR REDUCING INFLAMMATION, PAIN AND SWELLING. APPLY ICE FOR 20 MINUTES (10 TO 15 MINUTES FOR CHILDREN) EVERY TWO TO THREE HOURS WHILE AWAKE. FOR BEST RESULTS, PLACE CRUSHED ICE IN A PLASTIC BAG AND WRAP IT WITH A MOIST TOWEL.

COMPRESS BETWEEN ICINGS BY WRAPPING THE INJURED AREA WITH A BANDAGE TO HELP REDUCE SWELLING AND PROVIDE SUPPORT. DON'T SLEEP WITH THE WRAP ON AND DON'T WRAP IT TOO TIGHTLY! IF THE WRAP BEGINS TO CAUSE PAIN OR NUMBNESS, REMOVE THE BANDAGE AND WRAP IT MORE LOOSELY.

ELEVATE THE INJURED AREA ABOVE YOUR HEART TO LET GRAVITY HELP REDUCE SWELLING BY DRAINING EXCESS FLUID. AT NIGHT, PLACE A PILLOW UNDER THE AREA TO SUPPORT AND RAISE IT.

OVER-THE-COUNTER NON-STEROIDAL, ANTI-INFLAMMATORY DRUGS (SUCH AS IBUPROFEN) CAN BE USED TO MANAGE SYMPTOMS AND INFLAMMATION FOR A **SHORT TERM ONLY**. IF THE SYMPTOMS CONTINUE, SEEK MEDICAL HELP.

DON'T **SELF-PRESCRIBE** SPLINTS OR BRACES. USING THEM IMPROPERLY CAN WEAKEN THE JOINTS AND INCREASE YOUR CHANCE OF INJURY!



MOST OF YOUR WORKDAY IS SPENT ON YOUR FEET, STANDING ON A HARD FLOOR, WORKING ON A COUNTER. THE COMBINATION OF PROLONGED STANDING ON A HARD SURFACE AND THE SLIGHT FORWARD LEANING POSTURE PUTS STRAIN ON YOUR FEET, LEGS AND LOWER BACK.

PROLONGED STANDING WITH A SLIGHT FORWARD LEAN WILL RESULT IN MUSCLE TENSION IN THE BACK OF THE LEG AND LOWER BACK. STRETCHES THAT GENTLY WORK THE BACK OF THE LEG WILL HELP TO RELIEVE TENSION. (EG. ACHILLES/CALF STRETCH BY PLACING THE BALL OF ONE FOOT AGAINST A WALL AND GENTLY MOVING THE HIPS FORWARD TO CREATE TENSION IN THE CALF; STEP FORWARD INTO A LUNGE POSITION WITH ONE LEG FORWARD AND BENT AT THE KNEE WITH THE REAR LEG STRAIGHT AND THE HEEL OF THE REAR FOOT FLAT ON THE GROUND - GENTLY LOWER THE HIPS TO INCREASE TENSION).

REPETITIVE ACTIVITIES (EG. CHOPPING) CAN BE PERFORMED WHILE SITTING ON A RAISED STOOL/ CHAIR, IF THERE IS LEG CLEARANCE BELOW THE WORK SURFACE. THIS ALLOWS YOU TO VARY POSTURE BETWEEN SITTING AND STANDING.

IF YOU CUT YOURSELF, APPLY PRESSURE TO STOP THE BLEEDING. ONCE THE BLEEDING HAS STOPPED, WASH THE CUT WITH COOL WATER, ENSURING THAT THERE IS NO DIRT OR DEBRIS IN THE WOUND.

IF THE CUT DOES NOT STOP BLEEDING AFTER MORE THAN A FEW MINUTES OF PRESSURE, SEEK ASSISTANCE FROM FIRST AID ATTENDANT.

QUALITY FOOTWEAR THAT PROVIDES GOOD ARCH SUPPORT, LATERAL SUPPORT, NON-SLIP SOLES, AND CUSHIONING WITHIN THE INSOLES AND/OR SOLE CAN REDUCE STRAIN ON THE FEET, LEGS AND BACK. REPLACE SHOES EVERY 3 - 6 MONTHS OR WHEN WEAR BECOMES NOTICEABLE.

PROVIDING A FOOT RAIL OR SHELF THAT IS 6 - 9" ABOVE THE FLOOR SURFACE ALLOWS ONE FOOT TO BE RAISED AND RESTED ON THE SHELF, WHICH ALLOWS YOU TO VARY POSTURE WHILE MAINTAINING A STANDING POSITION, WITH TEMPORARY RELIEF FOR EACH SIDE IF FEET ARE ALTERNATED.

BECAUSE FLOORS BECOME SLIPPERY FROM WATER AND GREASE AND OBSTACLES ARE OFTEN PLACED WITHIN WALKWAYS, SLIPS, TRIPS AND FALLS ARE COMMON HAZARDS IN CATERING.

GOOD LIGHTING INSIDE AND OUTSIDE THE VEHICLE ALLOWS OBSTACLES AND TRIPPING HAZARDS TO BE SEEN. MOUNTED LIGHTS ON THE OUTSIDE OF THE TRUCK WILL REDUCE THE NEED FOR ADDITIONAL POWER CORDS OR LIGHT STANDS THAT CAN BE TRIPPING HAZARDS.

THE DIFFERENCE BETWEEN THE VEHICLE AND THE GROUND CAN BE UP TO 3 FEET, WHICH CREATES A POTENTIAL FOR SERIOUS FALLS. TAILGATE LIFTS AND BUMPERS HAVE METAL SURFACES THAT BECOME SLIPPERY FROM WATER, GREASE, OR ICE AND CAN BECOME SLOPED WITH WEAR, PRESENTING AN UNEVEN SURFACE. STEPS THAT ARE PROVIDED TO GET UP/DOWN TO THE BACK OF THE VEHICLE CAN BE UNSTABLE OR SLIPPERY, AND USUALLY DO NOT HAVE A HAND-HOLD TO PROVIDE 3-POINT STABILITY.

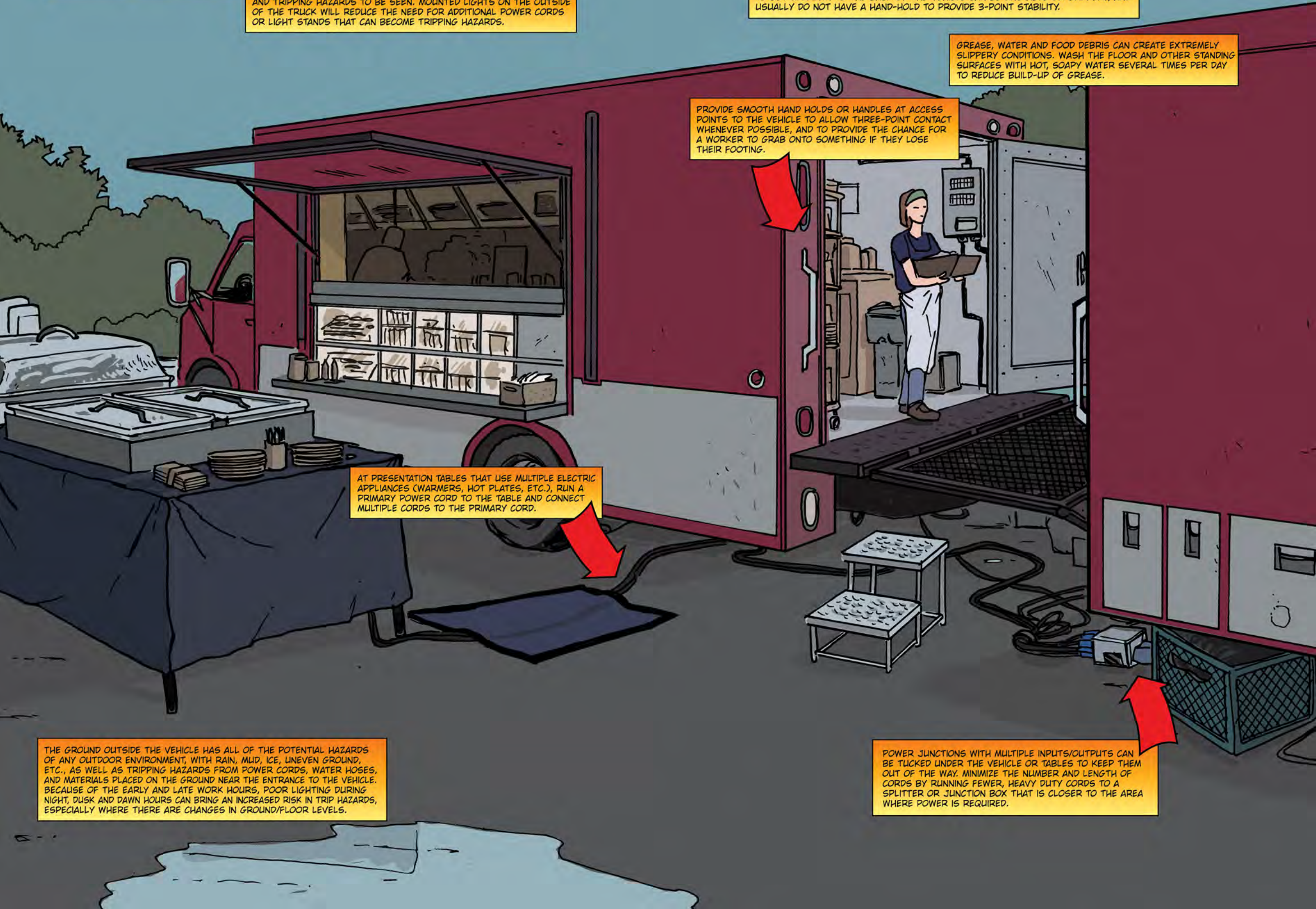
GREASE, WATER AND FOOD DEBRIS CAN CREATE EXTREMELY SLIPPERY CONDITIONS. WASH THE FLOOR AND OTHER STANDING SURFACES WITH HOT, SOAPY WATER SEVERAL TIMES PER DAY TO REDUCE BUILD-UP OF GREASE.

PROVIDE SMOOTH HAND HOLDS OR HANDLES AT ACCESS POINTS TO THE VEHICLE TO ALLOW THREE-POINT CONTACT WHENEVER POSSIBLE, AND TO PROVIDE THE CHANCE FOR A WORKER TO GRAB ONTO SOMETHING IF THEY LOSE THEIR FOOTING.

AT PRESENTATION TABLES THAT USE MULTIPLE ELECTRIC APPLIANCES (WARMERS, HOT PLATES, ETC.), RUN A PRIMARY POWER CORD TO THE TABLE AND CONNECT MULTIPLE CORDS TO THE PRIMARY CORD.

THE GROUND OUTSIDE THE VEHICLE HAS ALL OF THE POTENTIAL HAZARDS OF ANY OUTDOOR ENVIRONMENT, WITH RAIN, MUD, ICE, UNEVEN GROUND, ETC., AS WELL AS TRIPPING HAZARDS FROM POWER CORDS, WATER HOSES, AND MATERIALS PLACED ON THE GROUND NEAR THE ENTRANCE TO THE VEHICLE. BECAUSE OF THE EARLY AND LATE WORK HOURS, POOR LIGHTING DURING NIGHT, DUSK AND DAWN HOURS CAN BRING AN INCREASED RISK IN TRIP HAZARDS, ESPECIALLY WHERE THERE ARE CHANGES IN GROUND/FLOOR LEVELS.

POWER JUNCTIONS WITH MULTIPLE INPUTS/OUTPUTS CAN BE TUCKED UNDER THE VEHICLE OR TABLES TO KEEP THEM OUT OF THE WAY. MINIMIZE THE NUMBER AND LENGTH OF CORDS BY RUNNING FEWER, HEAVY DUTY CORDS TO A SPLITTER OR JUNCTION BOX THAT IS CLOSER TO THE AREA WHERE POWER IS REQUIRED.



CLIMBING UP AND DOWN STAIRS REPETITIVELY TO TRANSFER MATERIALS IN AND OUT OF THE VEHICLE CAN BE FATIGUING ON THE KNEES, HIPS AND BACK.

REPETITIVE JUMPING ON TO OR OFF OF HIGHER PLATFORMS IN THE ABSENCE OF STAIRS PRESENTS RISK TO THE FEET, ANKLES, KNEES, HIPS AND LOWER BACK.

USE THE TEAM APPROACH. BY HANDING ITEMS BETWEEN A PERSON ON THE GROUND AND A PERSON ON THE PLATFORM, YOU REDUCE THE NEED TO STEP UP AND DOWN AS FREQUENTLY.

PARK CATERING VEHICLES CLOSE TOGETHER AND PLACE A PLATFORM OR STAIRS BETWEEN THEM TO ELIMINATE THE NEED TO STEP TO GROUND WHEN MOVING BETWEEN THE TWO.

MOBILE STEPS USED FOR GETTING UP AND DOWN FROM THE CATERING TRUCKS SHOULD BE STABLE ENOUGH THAT THEY WILL NOT MOVE WHEN IN USE. IDEALLY THEY'LL HAVE A WIDE BASE OR BE FIXED TO THE GROUND/TRUCK. STEPS SHOULD HAVE A STANDARD RISE (STAIR HEIGHT, 7.5 - 8" MAXIMUM RISE) AND RUN (DEPTH, 9" MINIMUM RUN) TO MINIMIZE TRIP RISK FROM USING STAIRS OF UNUSUAL OR CHANGING DIMENSION.

MOST WORK PERFORMED BY CATERERS AND STAFF ARE HAND-INTENSIVE ACTIVITIES THAT INVOLVE REPETITIVE GRIPPING, AWKWARD POSTURES OF THE HANDS AND WRIST, AND/OR FORCE. THIS PRESENTS A RISK OF AN MSI TO THE HAND, WRIST, FOREARM AND ELBOW.

USE FOOD PROCESSORS, MIXERS, SHREDDERS, HAND BLENDERS RATHER THAN MANUAL METHODS. GOOD QUALITY MACHINES THAT ARE WELL MAINTAINED MINIMIZE REPETITIVE HAND ACTIVITY AND ARE USUALLY MORE EFFICIENT.

SELECT QUALITY HAND TOOLS. UTENSILS (MIXING SPOONS, SCOOPS, CHOPPING KNIVES, ETC.) THAT HAVE LARGER DIAMETER HANDLES MAKE THE APPLICATION OF FORCE EASIER BY ALLOWING THE USE OF LARGER MUSCLES AND A FULL-HAND GRIP.

KNIVES, PEELERS, OR ANY BLADED UTENSILS SHOULD BE MAINTAINED OR REPLACED REGULARLY TO ENSURE THAT BLADES ARE SHARP AND EFFECTIVE. KEEP A GOOD QUALITY KNIFE SHARPENER CLOSE AT HAND, AND USE IT OFTEN.

TOOLS THAT HAVE "ERGONOMIC" HANDLES GENERALLY HAVE A LARGER DIAMETER AND LONGER HANDLE TO ALLOW USE BY BOTH HANDS, AND/OR ANGLED HANDLES TO ALLOW MORE NEUTRAL WRIST POSTURES.

GOOD QUALITY, EASY TO CLEAN POTS AND PANS REDUCE THE NEED FOR REPETITIVE, FORCEFUL SCRUBBING.

ANTI-FATIGUE MATS HELP TO PROVIDE SOME CUSHIONING ON HARD FLOORS AND MAKE STANDING A MORE DYNAMIC ACTIVITY FOR THE MUSCLES THAT STABILIZE THE FOOT AND ANKLE. THIS INCREASES BLOOD FLOW AND HAS BEEN SHOWN TO REDUCE FATIGUE WHILE STANDING. MATS CAN ALSO ALLOW WATER AND GREASE TO RUN THROUGH OR OFF ONTO THE FLOOR AND PROVIDE A SURFACE THAT IS LESS SLIPPERY. THEY CAN BE PICKED UP AND MOVED WHEN NOT IN USE OR FOR CLEANING.

SET UP CHOPPING AREAS, ASSEMBLY AREAS AND DISH WASHING AREAS WHERE OTHER REPETITIVE TASKS WILL BE PERFORMED SO THAT NEUTRAL, COMFORTABLE POSTURES CAN BE ADOPTED WHILE WORKING. STAND OR SIT CLOSE TO THE WORK SURFACE AND SET UP OBJECTS IN THE WORK AREA TO ALLOW THE MAJORITY OF ACTIVITIES TO BE PERFORMED WITHIN FOREARM REACH WITH THE ELBOWS CLOSE TO THE BODY.

CLEAN AS YOU GO! IN ADDITION TO HYGIENIC BENEFITS, THIS INCREASES AVAILABLE WORKING SPACE AND ADDS BRIEF CHANGES IN ACTIVITY.

PROPER LIFTING TECHNIQUE

IT'S IMPORTANT TO ALWAYS USE GOOD LIFTING TECHNIQUES. LIFTING IMPROPERLY IS HARD ON YOUR SPINE AND LEGS AND CAN LEAD TO SERIOUS INJURIES. BELOW IS THE PROPER WAY TO LIFT A LOAD.

GET AS CLOSE AND AS SQUARE TO THE ITEM AS POSSIBLE, TIGHTEN THE ABDOMINAL MUSCLES SLIGHTLY...



...BEND AT THE KNEES, KEEP YOUR HIPS PUSHED BACK (BUM STICKING OUT), AND HEAD UP.



THIS PROVIDES STABILITY DURING THE LIFT AND MAINTAINS THE NATURAL CURVES OF THE SPINE.



PLAN YOUR STORAGE! DON'T STORE HEAVY ITEMS ON THE FLOOR OR UP ABOVE SHOULDER LEVEL. WHEN YOU DO HAVE TO MOVE HEAVY OR AWKWARD ITEMS, EITHER GET HELP, USE A DOLLY/CART OR LIFT FOLLOWING TECHNIQUES SHOWN ABOVE.

PROVIDE A WATER SOURCE AND SINKS AT BOTH ENDS OF THE CATERING TRUCK - ONE FOR "DIRTY" USE (WASHING POTS/CLEANUP) AND ONE FOR "CLEAN" USE (WASHING PRODUCE/FILLING POTS). THIS REDUCES THE NEED TO CARRY WATER WITHIN THE TRUCK, ELIMINATES CROSS-TRAFFIC BETWEEN CLEAN AND DIRTY AREAS, AND IMPROVES HYGIENE FOR FOOD HANDLING.

IF BOTTLED WATER IS REQUIRED AS A SOURCE WITHIN THE CATERING VEHICLE, USE A PUMP OR GRAVITY FEED DEVICE INSTEAD OF MANUALLY DUMPING WATER FROM BOTTLES.

HAVE DELIVERIES BROUGHT DIRECTLY TO THE CATERING SITE ON A DAILY, AS NEEDED BASIS RATHER THAN STORING SUPPLIES THAT MUST BE LOADED INTO THE CATERING VEHICLE AT THE BEGINNING OR THE END OF THE DAY. THE DELIVERY SHOULD BE RECEIVED IN AN AREA THAT IS EASY ACCESS FOR BOTH CATERING AND SUPPORT VEHICLE (E.G. ON ONE SIDE OF THE TAILGATE, BETWEEN CATERING AND SUPPORT VEHICLES). NON-PERISHABLES THAT CAN BE KEPT OUT OF THE FREEZER CAN BE RETRIEVED DIRECTLY FROM THE RECEIVING AREA RATHER THAN MOVING ALL SUPPLIES INTO STORAGE LOCATIONS. THIS ELIMINATES THE NEED TO LIFT AND CARRY SOME MATERIALS, AND MAY SHORTEN THE WORK DAY BY ELIMINATING THE TIME AT THE START AND END OF SHIFT THAT IS OTHERWISE USED FOR STOCKING THE VEHICLES.

PURCHASE 18.5 L WATER BOTTLES THAT HAVE A HANDLE FOR IMPROVED GRIP AND WRIST POSTURE FOR HANDLING. HAVE THE WATER DELIVERED TO A STAGING AREA, EITHER CLOSE TO WATER DISPENSERS AND/OR CLOSE TO THE ENTRANCE OF THE TRUCK.

EXTERNAL BEVERAGE AREAS SHOULD BE STOCKED ONCE, USED DIRECTLY DURING PRESENTATION, AND CLOSED UP AFTER. THIS REDUCES THE NUMBER OF TIMES THAT BEVERAGES NEED TO BE HANDLED AND CAN REDUCE THE NEED FOR CARRYING ICE TO KEEP BEVERAGES COLD.

STEAM TABLES SHOULD BE FILLED AND DRAINED IN PLACE.

STEAM TABLES THAT ARE PLUMBED FOR WATER INPUT AND DRAINAGE ELIMINATE THE NEED TO CARRY WATER TO/FROM THE STEAM TABLE. PLUMBING FOR WATER INPUT CAN BE AS SIMPLE AS PLACEMENT BESIDE A SINK WITH A ROTATING SPOUT OR A SHORT HOSE.

FILL OUTDOOR STEAM TABLES USING A HOSE OR BUCKET RATHER THAN CARRYING THEM TO THE TABLES ALREADY FILLED WITH WATER.

THE POSTURE IN WHICH SOMEONE WILL WORK IS DEPENDANT ON THE HEIGHT OF WORK SURFACES (SINKS, COUNTERS, ETC.) AND THE ABILITY TO GET CLOSE ENOUGH TO THE WORKING ZONE TO USE NEUTRAL SHOULDER AND ARM POSTURES. NEUTRAL POSTURES REDUCE STRAIN ON THE TISSUES AND REQUIRE LESS EFFORT THAN AWKWARD POSTURES, PARTICULARLY FOR REPETITIVE AND LONG TASKS.

36" (3 FEET) COUNTER HEIGHTS ARE COMMON FOR WORKING HEIGHTS. PULL-OUT OR FOLD-OUT TEMPORARY COUNTERS CAN BE PLACED AT DIFFERENT HEIGHTS TO ALLOW FOR SOME VARIATION IN WORKING HEIGHTS, DEPENDANT ON THE TASK AT HAND AND HEIGHT OF THE EMPLOYEE.

STEP STOOLS MAKE IT EASIER TO SEE INTO THE UPPER SHELVES, AND CAUSE LESS STRAIN ON SHOULDERS WHEN LIFTING FROM HEIGHTS.

PROVIDE TWO SINK HEIGHTS. ONE DEEPER SINK FOR POTS AND ONE SHALLOWER SINK FOR SMALLER ITEMS.

THIS REDUCES THE NEED TO BEND DOWN AND REACH TO THE BOTTOM OF THE SINK. A DEEP SINK CAN BE MADE MORE SHALLOW BY INSERTING A STEAM TRAY OR A FALSE BOTTOM THAT CAN RAISE POTS AND PANS.

THE NEUTRAL POSTURE!

WORKING IN AWKWARD POSTURES INCREASES THE AMOUNT OF FORCE THAT YOU NEED TO CARRY OUT THE WORK AND INCREASES THE AMOUNT OF STRESS ON TISSUES.

AVOID TWISTING - FEET, HIPS, SHOULDERS AND EYES IN ALIGNMENT AND FACING THE SAME DIRECTION.

RELAXED UPRIGHT POSTURE THAT MAINTAINS THE NATURAL CURVATURE OF THE SPINE -- LOWER AND MID-BACK AND NECK.

ELBOWS DIRECTLY BELOW SHOULDERS AND CLOSE TO THE BODY.

WHEN IN THE NEUTRAL POSTURE WE HAVE THE GREATEST STRENGTH AND DEXTERITY, AND PUT THE LEAST AMOUNT OF STRESS ON OUR BODIES.

IT'S WHEN WE GET OUT OF THIS POSITION THAT OUR BODY DOES NOT FUNCTION AS WELL, AND THE TISSUES ARE UNDER GREATER STRESS AND GREATER RISK OF INJURY.

AREAS WHERE FOOD IS COOKED WILL TEND TO BE WARM IN WINTER, BUT VERY HOT IN SUMMER. AREAS CLOSE TO THE VEHICLE ENTRANCE WILL TEND TO BE COOLER IN SUMMER, BUT VERY COLD IN WINTER. EXCESSIVE HEAT CONTRIBUTES TO OVERALL FATIGUE AND DEHYDRATION. COLD REDUCES BLOOD FLOW TO THE MUSCLES OF THE ARMS AND LEGS, WHICH CAN INCREASE RISK OF INJURY. WORK THAT INVOLVES WET HANDS WILL INCREASE EXPOSURE TO COLD DUE TO EVAPORATION.

ENSURE MULTIPLE ROOF VENTS AND GOOD AIR FLOW TO ALLOW ELIMINATION OF HEAT AND POTENTIALLY HARMFUL GASES (EG. CARBON MONOXIDE) FROM GAS APPLIANCES. THE USE OF FANS CAN INCREASE AIR FLOW.

MAINTAIN OVERHEAD VENTILATION SYSTEMS TO KEEP STEAM, HEAT AND SMOKE MOVING UP AND OUT OF THE VEHICLE.

WHEN THE WEATHER IS COLDER, PROVIDE HEATERS, PARTICULARLY IN AREAS THAT ARE NOT NEAR THE STOVE, GRILL OR OVEN (EG. CHOPPING OR PREP AREAS IN THE SUPPORT VEHICLE).

KEEP HANDS AND FOREARMS WARM. USE WELL-FITTING GLOVES FOR ACTIVITIES THAT INVOLVE REGULAR CONTACT WITH WATER.



EVEN WITH THE LATEST EQUIPMENT, SAFETY COMES DOWN TO HAVING **KNOWLEDGE** AND THE **RIGHT ATTITUDE**. **EVERYONE** NEEDS TO UNDERSTAND THEIR ROLE IN PREVENTING INJURY FOR THEMSELVES AND FOR OTHERS. EVERY STEP THAT YOU TAKE TO MAKING YOUR WORKPLACE SAFER MAKES A DIFFERENCE.

TO CREATE A CULTURE OF SAFETY IN YOUR WORK ENVIRONMENT, YOU SHOULD:

•PROVIDE ADEQUATE TRAINING FOR ALL STAFF TO ENSURE THAT EVERYONE UNDERSTANDS THEIR ROLE, ARE ABLE TO IDENTIFY HAZARDS AND ARE ABLE TO IMPLEMENT BEST PRACTICES TO CONTROL RISK.

ENSURE THAT ALL YOUNG (UNDER 25) AND NEW (TO THE WORKSITE) WORKERS ARE GIVEN A PROPER HEALTH AND SAFETY ORIENTATION AND TRAINING SPECIFIC TO THEIR WORK SPACE BEFORE THEY BEGIN WORK. **THIS IS REQUIRED BY LAW.**

ACTSAFE HAS A FOUR PAGE DOCUMENT ON YOUNG AND NEW WORKER ORIENTATION, WHICH INCLUDES INFORMATION ON THE REGULATIONS, RESPONSIBILITIES AND FEATURES A CHECKLIST TO ASSIST EMPLOYERS AND SUPERVISORS IN CARRYING OUT AND TRACKING WORKER ORIENTATIONS. THE YOUNG AND NEW WORKER ORIENTATION CAN BE DOWNLOADED FROM OUR LIBRARY AT WWW.ACTSAFE.CA.

•HIRE QUALIFIED PERSONNEL WHO HAVE PROFESSIONAL TRAINING.

•SENIOR STAFF SHOULD SET A "SAFETY FIRST" TONE AND ENSURE THAT EVERYONE DOES THEIR BEST TO PREVENT INJURY BY DEMONSTRATING PREFERRED BEHAVIOURS AND ATTITUDES; LETTING STAFF KNOW WHAT'S EXPECTED OF THEM DURING ORIENTATION; PROVIDE A CLEAN, WELL-CARED FOR WORK ENVIRONMENT, WITH WELL-MAINTAINED, QUALITY EQUIPMENT; ENCOURAGE SHARING OF IDEAS AND INNOVATIONS FOR IMPROVING THE WORK PLACE AND/OR PROCESSES; AND ENCOURAGE THE REPORTING OF ANY HAZARDS THAT STAFF MAY IDENTIFY AND STRIVE TO ELIMINATE OR MINIMIZE THE HAZARDS.

•CREATE A PROACTIVE MSI RISK MANAGEMENT PLAN THAT INVOLVES STAFF. (SEE INTERIOR BACK COVER FOR FURTHER INFORMATION ON MSI RISK MANAGEMENT)

Catering and MSI

The catering business operates on a contract basis, with frequent changes in location and staff. The catering and support vehicles, and equipment used by an individual catering business are relatively stable and consistent from location to location or job to job. The hazards that are present may change depending on the specific location, menu of the day, weather, and other factors. In this situation, a proactive approach to injury risk management would strive to:

1. On an annual basis, or more frequently, identify the hazards and implement controls for specific catering and support vehicles, equipment that is commonly used, and tasks that are commonly completed;
2. On a site-by-site or daily basis, identify hazards that are dependent on site, weather, menu or any other transient element in the work, and plan to eliminate the hazard or minimize risk;
3. Orient new staff regarding identified hazards and control strategies;
4. Communicate regularly with all staff, to ensure awareness of hazards and control strategies; and
5. Create an environment of open communication where staff can express concerns and/or ideas for improving safety.

The BC Occupational Health and Safety Regulations (WorkSafeBC) contain a small section that outlines the legislated requirements for minimizing the risk of musculoskeletal injury. Sections 4.46 –4.53 of the BC OHS Regulations outline the elements that should be included in MSI prevention activities. These elements are consistent with generally accepted best practices in injury prevention.

The key elements of a proactive MSI risk management approach include:

Hazard Identification – examine the activities that are performed, the equipment that is used, and the environment that work is performed in to identify risk factors or hazards that may contribute to the occurrence of MSI; examine historical records of MSI to identify types of injuries that are most common. Key hazards include: forceful exertion, awkward postures, sustained static postures, repetition, contact stress, and vibration.

Risk Assessment – understand why and where hazards exist, and the relative severity of risk in terms of probability and severity of injury.

Risk Control – identify and implement changes to the way that work is performed, the equipment or environment, to eliminate or minimize exposure to hazards.

Follow-up Evaluation – examine the effectiveness of specific interventions and of the overall risk management process.

Worker Consultation – involve the people who perform the work in the process of identifying, assessing and controlling risk; include workers who have work-related injuries.

Worker Education – inform workers of identified hazards, controls, signs and symptoms of MSI and what to do if symptoms are identified.



What is Actsafe?

Our mission is to serve British Columbia's motion picture and performing arts sectors by providing health and safety training, education and resources for employers and workers.

Actsafesafe is governed by the industries it represents. We operate through two standing committees that represent the motion picture and performing arts communities respectively. Membership in these committees includes both employer and worker representatives.

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