

OHCOW MSD Survey & Analysis Tool

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Basis of the Tool



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An improved musculoskeletal discomfort assessment tool

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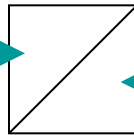


Occupational Health
Clinics for Ontario
Workers Inc.

Discomfort scales:

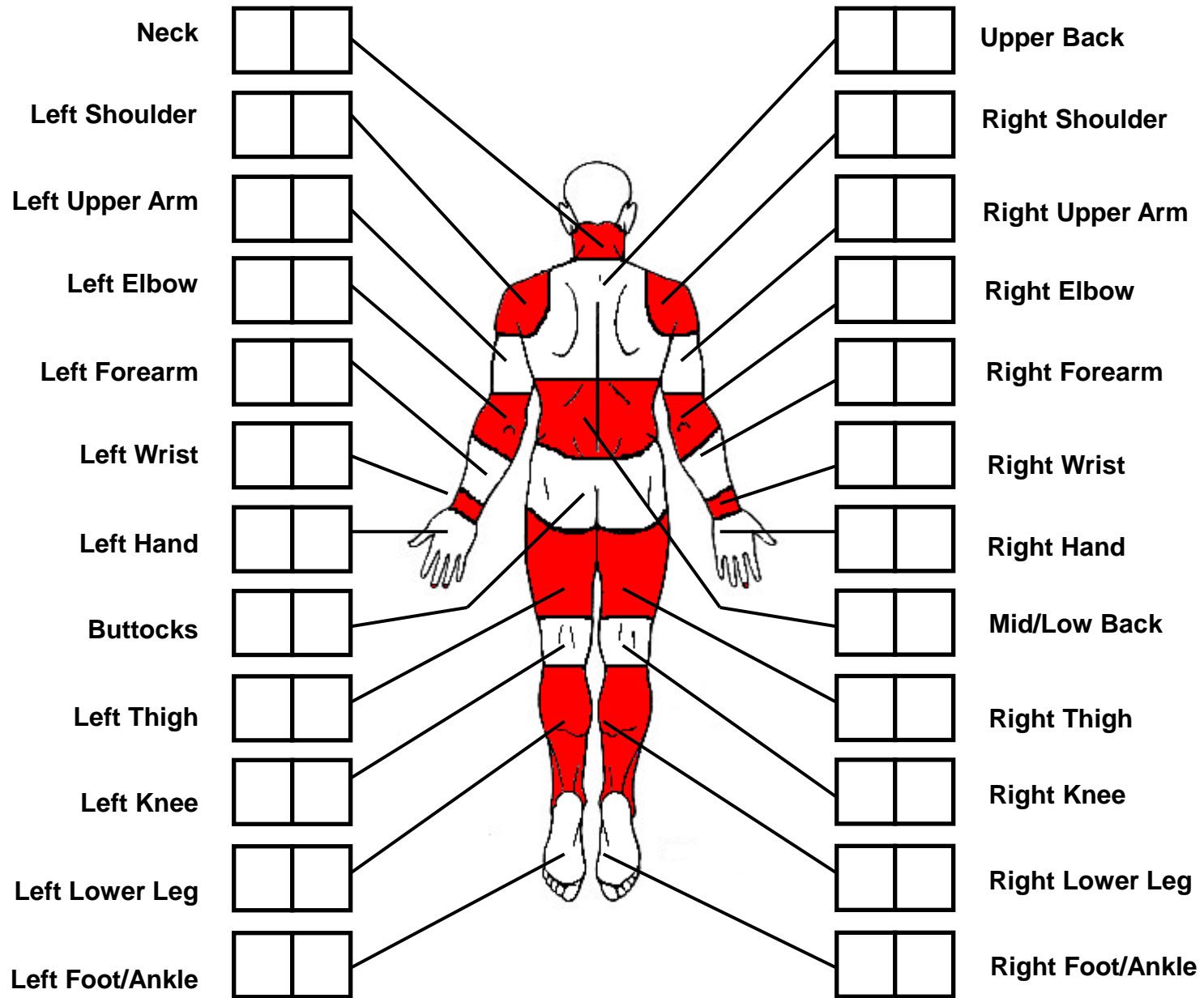
0 no discomfort
1
2 fairly comfortable
3
4
5 moderate discomfort
6
7
8 very uncomfortable
9
10 extreme discomfort

neck



A/0 = never
B/1 = rarely
(few times/month)
C/2 = frequently
(few times/week)
D/3 = constantly
(nearly every day)





legend

1	Not likely to seek treatment
2	Somewhat likely to seek treatment
3	Very likely to seek treatment

freq Discmfrt	B = rarely	C =frequently	D =constantly
1	1	1	1
2	1	1	1
3	1	2	2
4	1	2	2
5	1	2	3
6	2	3	3
7	2	3	3
8	2	3	3
9	3	3	3
10	3	3	3



Exposure Questions

- The tool also asks questions related to physical exposures in the workplace
- These could be adapted to reflect activities that are more specific to your environment

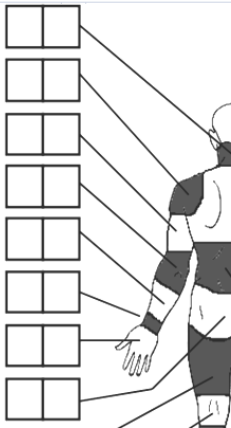


1. Overall, how would you rate the <u>comfort</u> of your workstation?	comfortable ₁ <input type="checkbox"/>	neutral ₂ <input type="checkbox"/>	a bit uncomfortable ₃ <input type="checkbox"/>	uncomfortable ₄ <input type="checkbox"/>	very uncomfortable ₅ <input type="checkbox"/>
2. Do you have to <u>bend your back</u> in order to do your work?	never ₀ <input type="checkbox"/>	rarely ₁ <input type="checkbox"/>	once in a while ₂ <input type="checkbox"/>	regularly ₃ <input type="checkbox"/>	all the time ₄ <input type="checkbox"/>
3. Do you have to <u>stand in one place (without moving around)</u> for an extended period of time?	never ₀ <input type="checkbox"/>	rarely ₁ <input type="checkbox"/>	once in a while ₂ <input type="checkbox"/>	regularly ₃ <input type="checkbox"/>	all the time ₄ <input type="checkbox"/>
4. Do you have to <u>stretch to reach</u> in order to do your work?	never ₀ <input type="checkbox"/>	rarely ₁ <input type="checkbox"/>	once in a while ₂ <input type="checkbox"/>	regularly ₃ <input type="checkbox"/>	all the time ₄ <input type="checkbox"/>
5. Do you have to <u>twist your body</u> in order to do your work?	never ₀ <input type="checkbox"/>	rarely ₁ <input type="checkbox"/>	once in a while ₂ <input type="checkbox"/>	regularly ₃ <input type="checkbox"/>	all the time ₄ <input type="checkbox"/>
6a. Do you need to <u>lift things</u> in order to do your work?	never ₀ <input type="checkbox"/>	rarely ₁ <input type="checkbox"/>	once in a while ₂ <input type="checkbox"/>	regularly ₃ <input type="checkbox"/>	all the time ₄ <input type="checkbox"/>
6b. How would you <u>rate the effort</u> involved with the <u>lifting</u> ?	don't lift ₀ <input type="checkbox"/>	easy ₁ <input type="checkbox"/>	moderate ₂ <input type="checkbox"/>	difficult ₃ <input type="checkbox"/>	very difficult ₄ <input type="checkbox"/>
7a. Do you have to <u>push or pull</u> in order to do your work?	never ₀ <input type="checkbox"/>	rarely ₁ <input type="checkbox"/>	once in a while ₂ <input type="checkbox"/>	regularly ₃ <input type="checkbox"/>	all the time ₄ <input type="checkbox"/>
7b. How would you <u>rate the effort</u> involved with the <u>pushing or pulling</u> ?	don't push or pull ₀ <input type="checkbox"/>	easy ₁ <input type="checkbox"/>	moderate ₂ <input type="checkbox"/>	difficult ₃ <input type="checkbox"/>	very difficult ₄ <input type="checkbox"/>



Enter each survey into spreadsheet:

F17		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	enter group name here (type over)		ID number:																						
2	department:																								
3	line:																								
4	job:																								
5	age category:																								
6	sex:																								
7	right or left handed:																								
8																									
9	NECK	<input type="checkbox"/>	<input type="checkbox"/>																						
10	LEFT SHOULDER	<input type="checkbox"/>	<input type="checkbox"/>																						
11	LEFT UPPER ARM	<input type="checkbox"/>	<input type="checkbox"/>																						
12	LEFT ELBOW	<input type="checkbox"/>	<input type="checkbox"/>																						
13	LEFT FOREARM	<input type="checkbox"/>	<input type="checkbox"/>																						
14	LEFT WRIST	<input type="checkbox"/>	<input type="checkbox"/>																						
15	LEFT HAND	<input type="checkbox"/>	<input type="checkbox"/>																						
16	BUTTOCKS	<input type="checkbox"/>	<input type="checkbox"/>																						



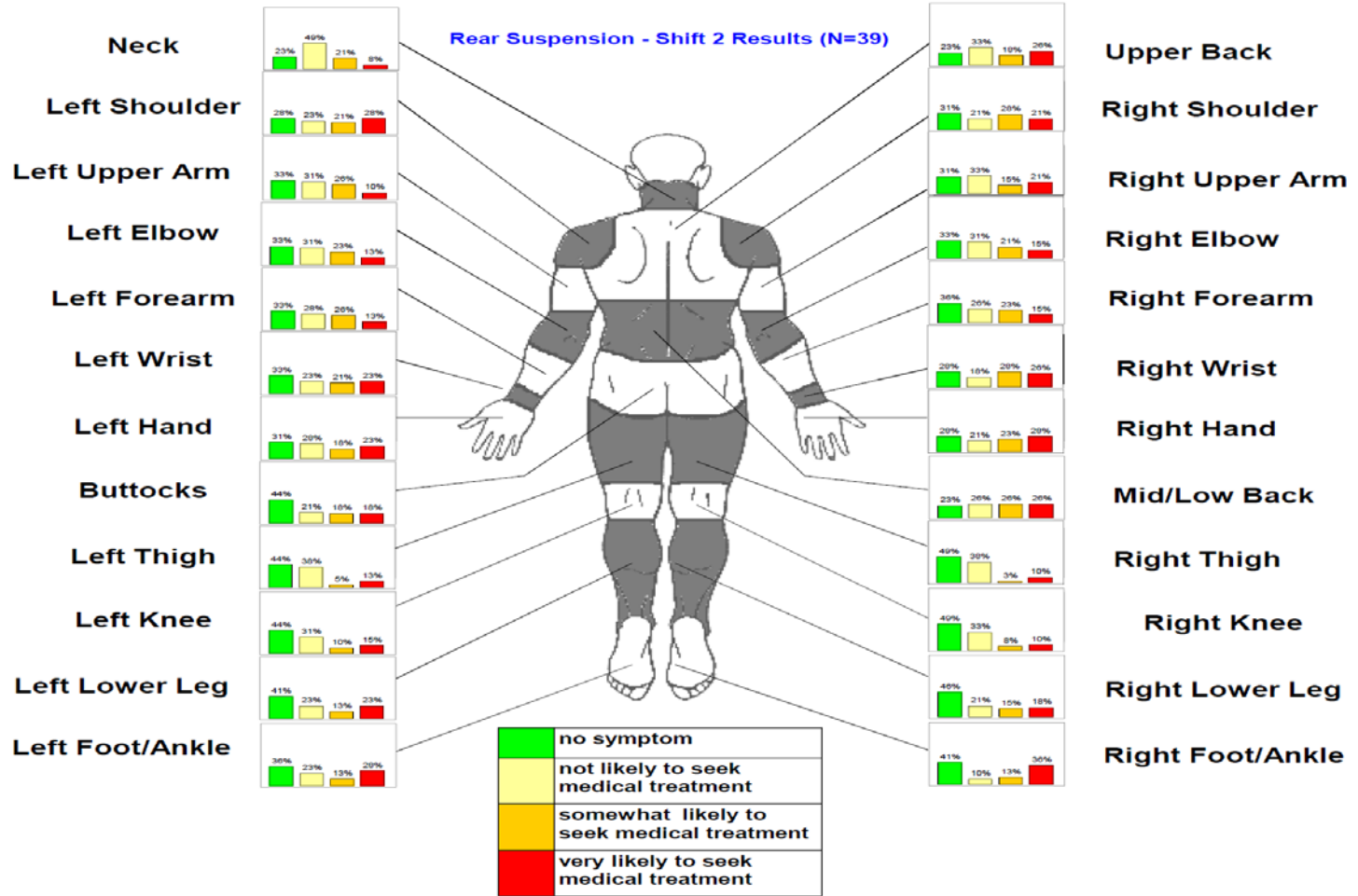
29		RIGHT THIGH										
30		RIGHT KNEE										
31		RIGHT LOWER LEG										
32		RIGHT ANKLE OR FOOT										
33												
34	q1: workstation comfort rating											
35	q2: bending											
36	q3: standing in one place											
37	q4: stretching to reach											
38	q5: twisting											
39	q6a: lifting frequency											
40	q6b: lifting effort											
41	q7a: push/pull frequency											
42	q7b: push/pull effort											
43	q8a: gripping frequency											
44	q8b: gripping effort											
45	q9: shoulder work											
46	q10: number of repetitions											
47	q11: vibration exposure											
48	Suggestions: (keep typing even if you go beyond space											



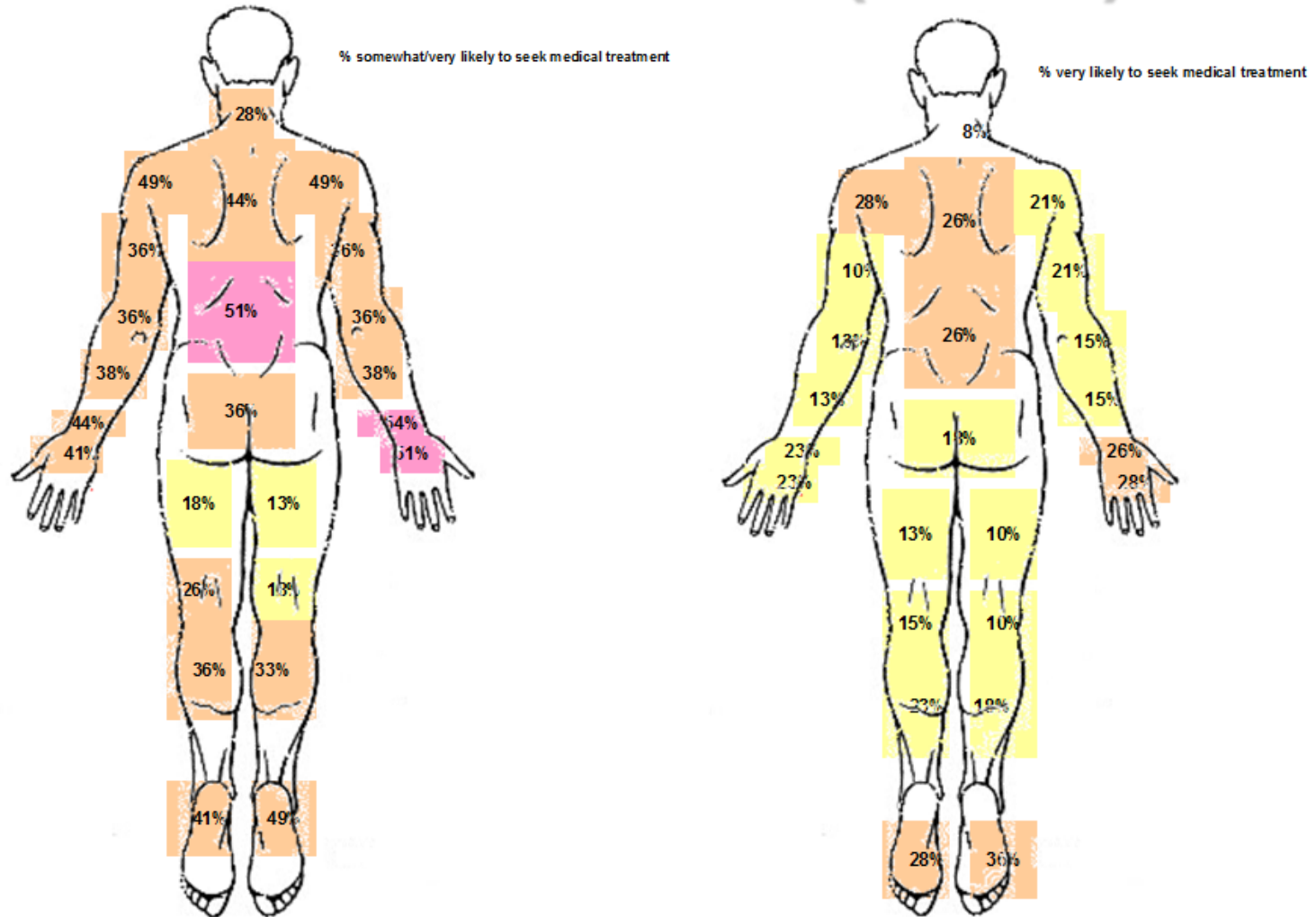
Result Outputs of the Spreadsheet



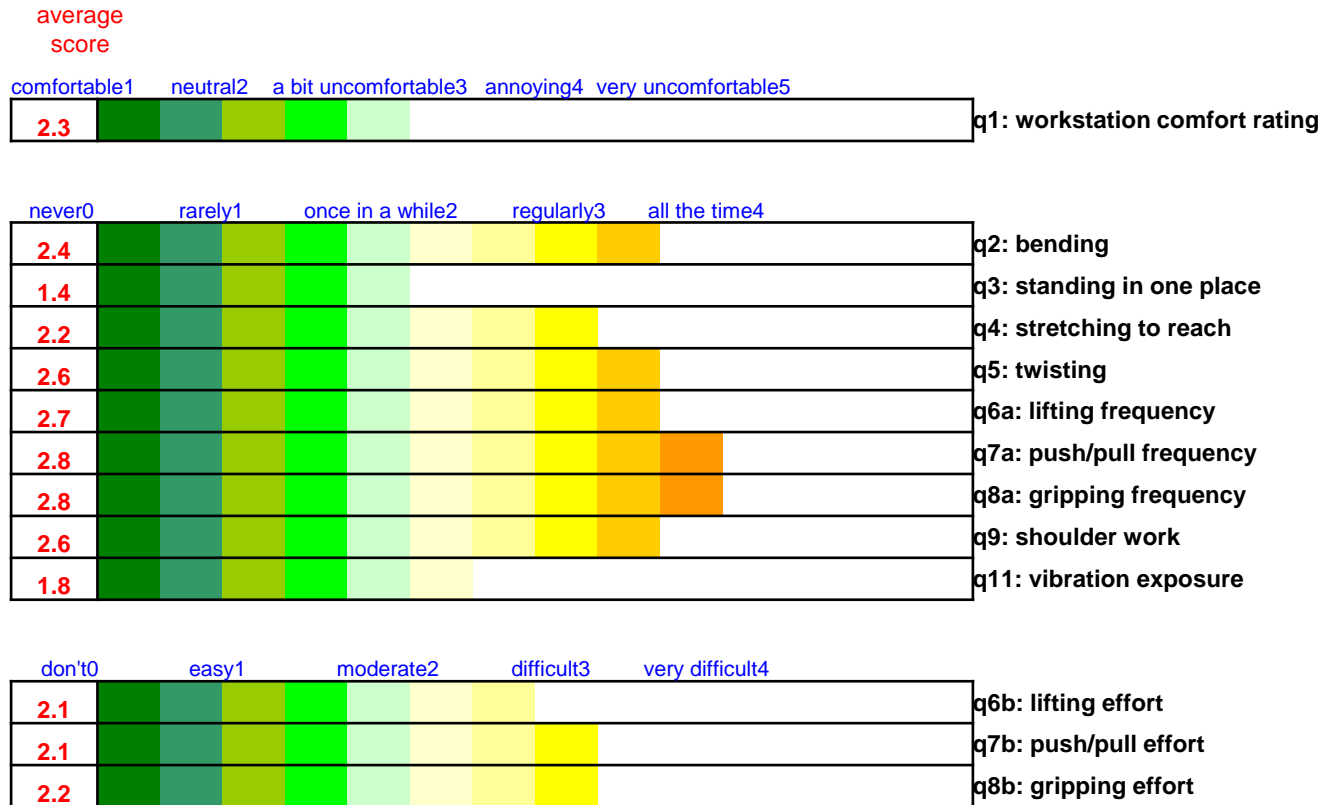
Department X (N=39)



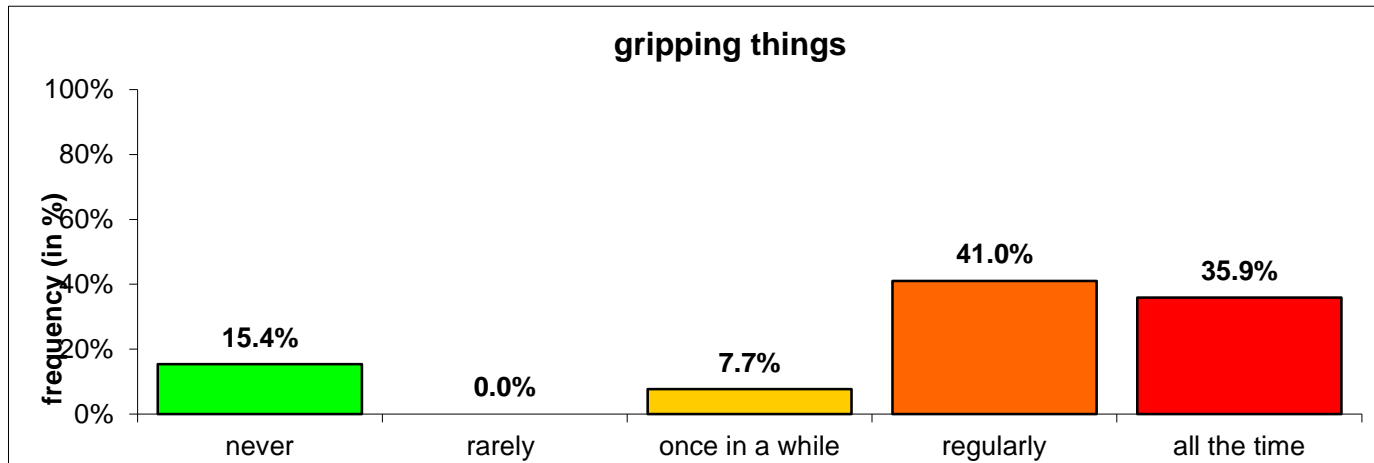
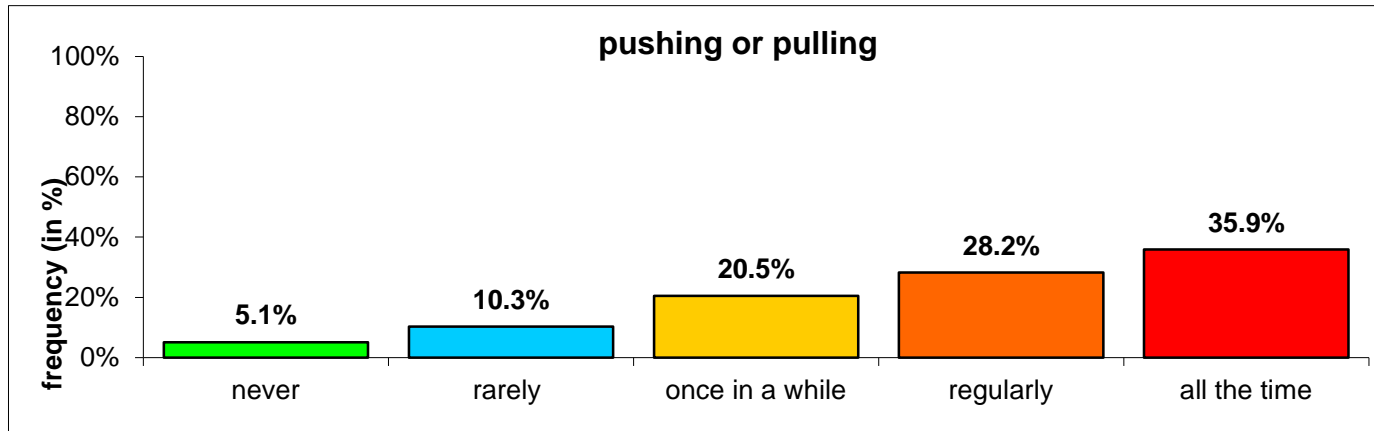
Department X (N=39)



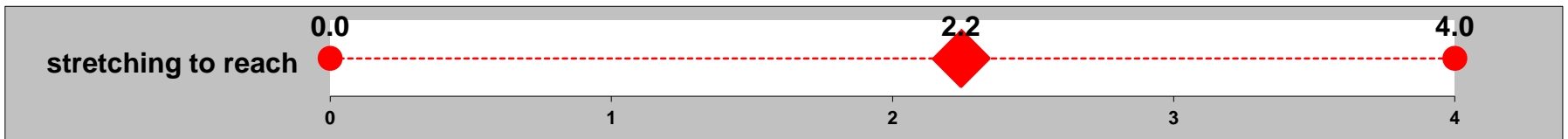
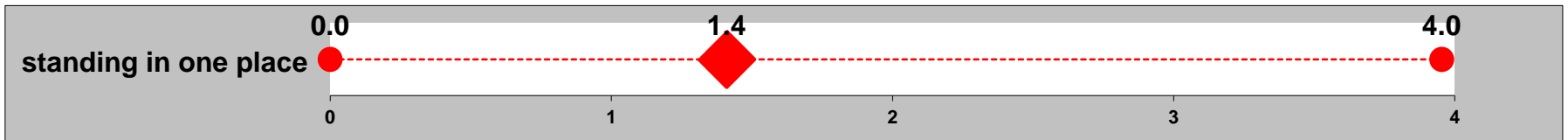
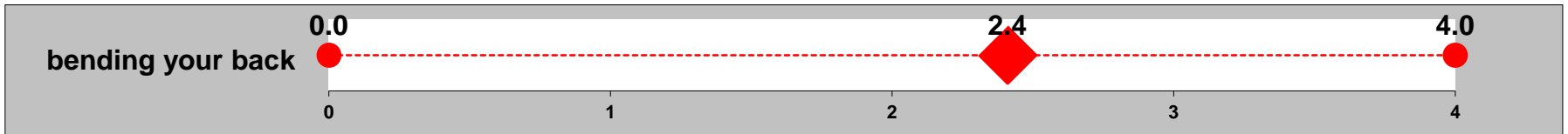
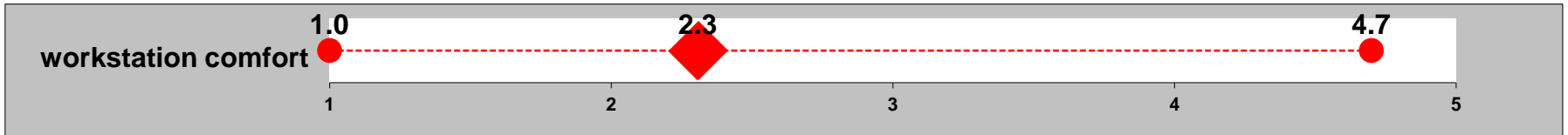
Department X (N=39)



Department X (N=39)



Department X (N=39)



**For those who want to do this
survey in their workplace ...**



Survey Administration Issues:

- Confidentiality – the better you can guarantee confidentiality the better your response
- Voluntary – no one should be coerced, create an environment where they want to participate
- Response rate – less than 60% is a problem, you need a strategy to get 80+%
- Lumping and splitting – be careful to avoid lumping different jobs/exposures together on the same spreadsheet



Representativeness:

- Does it accurately reflect the situation?
- If only people who respond to the survey are those who have symptoms, results are biased
- If you get at least 80% response then you can assume answers to questions about common exposures/symptoms are not biased
- 60-80% gray zone



Survey administration:

- Usually you only have one chance to do it right
- Get endorsements (support of union & JHSC)
- Prepare people (tell them ahead of time)
- Provide time and space to fill in survey
- Mailing (not recommended) usually gets 10% response so you need an extensive follow-up strategy



Confidentiality:

- Don't put names (or numbers) if at all possible
- If you put names on, you will assume some responsibility if someone tells you something that requires follow-up
- Determine the level of trust you have (get third party if trust insufficient)
- Storage and security of originals & spreadsheet



Reporting:

- Do you fully understand what the data means?
- What is the main message?
- Keep it simple
- What is the best way to illustrate your point?
- Timing from beginning of survey – set a date when you will present results
- Did all this really address the main concern or did the process get side-tracked (issues of accuracy and ability)



The “Soft Guidelines” for surveys

1. Never start a survey of the work environment unless there is a clear intention of taking action if indicated.
2. Answering the questionnaire is voluntary, but a response rate below 60% is unsatisfactory and a sign of poor climate at the workplace.
3. All respondents are anonymous. If scores are calculated for groups of less than 5 persons all group members should agree to do the survey.
4. All employees have the right to see and discuss the report containing the results.
5. It is important to distinguish between basic conditions of work that are “part of the job” and factors that could be changed. Do not try to change what cannot be changed and do not accept what should be changed.



The “Soft Guidelines” for surveys

6. There are no standard solutions to the problems. Solutions should be developed locally and integrated in the other activities of the organization aiming at increased productivity and better quality.
7. If interventions are made, it is a good idea to repeat the survey after 1-2 years in order to see if the intended improvements have occurred.
8. Many workplaces will benefit from surveys with regular intervals as part of the overall concept of the “learning organization” and “development” work.
9. The survey results should be seen as a tool for dialogue and development – not as a “report card”.



Questions?

