

Actions if a Staff Member Develops Musculoskeletal Discomfort (MSD)

Identify and remove the provocation

- Identify the cause(s): Musculoskeletal discomfort is very common and recovery may only require identification of the cause, and control or removal of the cause.
- Initial self diagnosis of causes: This can be done using Habitatwork software available on ACC website.
- Specialist advice: A workplace assessment may be required for complex cases or if support is needed for equipment changes. Contact the Health and Safety Administrator.

Musculoskeletal discomfort

Severity assessment: Use the self reporting form for musculoskeletal discomfort to assess severity. If sleep deprivation or disability is occurring medical advice is recommended.

Medical treatment

- Accident report form: MSD type injury and harm should be reported using the University accident report form. Regional Health and Safety Advisors can assist if the Department of Labour need to be notified.
- Specific diagnosis is required: MSD, OOS, RSI, DPI, and the like are generic terms and include a variety of local and diffuse musculoskeletal problems. Specific diagnosis is required for ACC and treatment providers.
- ACC entitlement: Only injuries which are solely due to Massey paid employment are covered by ACC. Provocation of MSD injuries by activities away from work are not eligible for compensation.

ACC forms (The gradual process...employer questionnaire)

- Managers at Head of Department level or equivalent only are authorised to sign the employer questionnaire.
- Employee interview: Questions about non-work provocations to the MSD injury will need to be asked.
- Return all ACC forms to the Rehabilitation and ACC Administrator in Human Resources. They are the single point of contact for all ACC documentation.
- Seek help if required from the Rehabilitation and ACC Administrator or Human Resource Advisor.

ACC benefits and costs

ACC will cover charges if the claim is accepted, e.g. Medical Practitioner, physiotherapist or X-ray. Often there is a part-charge required to be paid by the injured person

Costs that are incurred against each claim are recorded to the University as claim expenses.

Rehabilitation

- Rehabilitation plan: A plan specifying rehabilitative goals will be required where disability reduces full work capacity.

- Alternative duties: Work within the employee's capacity may need to be arranged.
- No prolonged rest: Long periods away from work are not recommended for effective MSD recovery.
- Special ergonomic equipment: If the Department should own it, buy it, any person in the position may need it.