The Diocese of Palmerston North and its Parishes are committed to eliminating, if at all possible, or by isolating or minimising the harm that occupational overuse can cause.

**Coverage**

The Diocese is a Person Conducting a Business or Undertaking (**PCBU**).

Each Parish is also separately a Person Conducting a Business or Undertaking (**PCBU**).

**Definitions**

**Discomfort Pain Injury (DPI)** is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues.

**Gradual process injuries** are caused by exposure overtime to a particularly property or characteristic, which causes or contributes to an injury.

**Background**

Discomfort Pain Injury has been previously referred to as Occupational Overuse Syndrome (known as OOS), which was earlier referred to as Repetitive Strain Injury (known as RSI).

Every case of DPI has the potential to be classified as a significant hazard because the condition may cause ‘Serious Harm’. Therefore the risk factors for DPI need to be controlled by eliminating the hazard if at all possible, or else by isolating or minimising the hazard.

Early warning symptoms should not be ignored in the hope that the pain will go away. If discomfort during work activities persists for more than a few days, action should be taken. By taking action, individuals will be making important progress with regards to stopping the symptoms from worsening and developing into a possibly serious and long-term condition.

**Procedures**

The PCBU Manager is responsible for:

* Taking all practical steps to ensure that there is compliance with the WORKSAFE NZ Code of Practice (COP) for Visual Display Units
	+ See [www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/visual-display-unit-safely-how-to-use-your/howtousevdu.pdf](http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/visual-display-unit-safely-how-to-use-your/howtousevdu.pdf)
* Ensuring all workers have the opportunity to attend a DPI awareness training session if they are at risk.
* Encouraging workers to report any work related pain to their Manager as early as possible
* Ensuring the work environment of any workers who do develop symptoms is monitored and all practicable steps are taken to remedy any deficiencies
* Facilitating an early return to work for any worker who has been absent through an DPI related injury where possible.
* Establishing if any prospective worker suffers from any gradual process injury that a particular job may aggravate or contribute to.
* Providing workers with workstation assessments. The workstation assessor will work with the worker to recommend changes or adjustments and will provide a brief summary of findings to the worker and their Manager.

Workers are responsible for:

* Reading the awareness information and attending training where required.
	+ The website [www.habitatwork.co.nz](http://www.habitatwork.co.nz) provides the awareness information
* Adjusting workstation equipment to maintain a comfortable body position
* Taking breaks away from the workstation and practicing ‘micro pauses’ as appropriate during long sessions of work-related activity.
* Reporting early symptoms to their Manager preferably before visiting a doctor
* Participating in an early return to work programme if applicable

Note: Laptop computers should not be chosen for continuous use at work unless they are plugged into a conventional monitor and/or keyboard.

 **Approval and Review**

This Procedure was approved by the Diocese of Palmerston North on 9 February 2017

This Procedure was ratified by the Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

This Procedure will be reviewed by the Diocese of Palmerston North on 1 February 2018

