
Pregnancy Accommodation Ergonomic Review Policy

1.0 Policy Purpose & Scope

The purpose of this policy is to ensure that all employees who are pregnant receive a timely, individualized ergonomic review of their workstations and job tasks to identify and mitigate risks of musculoskeletal injury, fatigue, or other health concerns. This policy applies to all pregnant employees, regardless of employment status (full-time, part-time, temporary, or contract), across all company locations and operations. The policy covers all work environments, including office, field, and industrial settings, and includes tasks involving prolonged sitting, standing, lifting, bending, or repetitive movements. The core safety objective is to prevent injury, promote maternal health, and support a safe return to work post-maternity leave.

2.0 Regulatory Context & Compliance

This policy is driven by the following legislation and standards:

- (a) Workers Compensation Act (WCA) – Part 3, Division 3, which requires employers to ensure the health and safety of all workers, including pregnant workers;
- (b) WorkSafeBC Occupational Health and Safety Regulation (OHSR) – Sections 4.20 to 4.27 (Ergonomics) and Section 4.28 (Musculoskeletal Injury Prevention), which mandate the identification and control of ergonomic hazards;
- (c) BC Human Rights Code – Section 13, which prohibits discrimination based on sex, including pregnancy, and requires employers to accommodate pregnant employees up to the point of undue hardship;
- (d) Canada Labour Code (if federally regulated) – Part II, which includes similar duties for pregnant workers; and
- (e) CSA Standard Z1004-12 (R2022) – Workplace Ergonomics – A Management and Implementation Standard, which provides guidance on ergonomic risk assessment and control.

3.0 Roles & Responsibilities

Employer/Management:

- (a) Ensure that a qualified ergonomic assessor (internal or external) is available to conduct reviews;
- (b) Provide funding for necessary ergonomic equipment and workstation modifications;
- (c) Ensure that supervisors are trained on the policy and their duties;
- (d) Maintain confidentiality of medical information related to pregnancy;
- (e) Review and approve accommodation plans within 5 business days of submission.

Supervisors: (a) Upon notification of pregnancy, immediately initiate an ergonomic review request with the Joint Health and Safety Committee (JHSC) or designated safety officer;

- (b) Temporarily modify job tasks (e.g., reduce lifting, provide rest breaks) pending the full review;
- (c) Implement recommended accommodations in collaboration with the employee;

(d) Monitor the effectiveness of accommodations and report any issues.

Workers: (a) Notify their supervisor of their pregnancy as early as possible to enable timely accommodations;

(b) Participate actively in the ergonomic review process;

(c) Use provided ergonomic equipment and follow safe work procedures;

(d) Report any discomfort, pain, or concerns immediately to their supervisor.

4.0 Program Execution & Procedures

The program is executed through the following steps:

(1) Notification & Trigger: Upon voluntary notification of pregnancy, the supervisor completes a Pregnancy Ergonomic Review Request Form and submits it to the JHSC within 24 hours.

(2) Initial

Assessment: Within 3 business days, a trained ergonomic assessor conducts a preliminary review using a standardized checklist (e.g., Rapid Upper Limb Assessment, NIOSH lifting equation, or company-specific tool).

(3) Detailed

Ergonomic Review: If hazards are identified, a full ergonomic assessment is completed within 7 business days, including workstation measurements, task analysis, and employee interview.

(4) Accommodation

Plan: The assessor develops a written accommodation plan specifying controls (e.g., adjustable chair, footrest, sit-stand desk, task rotation, reduced lifting limits, additional breaks). The plan is reviewed with the employee and supervisor.

(5) Implementation: The employer procures and installs equipment or modifies tasks within 10 business days. Temporary measures (e.g., reassignment to lighter duties) are implemented immediately.

(6) Follow-up: A follow-up review is conducted 2 weeks after implementation and then monthly until the employee begins maternity leave.

(7) Return to

Work: Upon return from maternity leave, a new ergonomic review is offered to address any post-partum changes.

5.0 Review & Recordkeeping

All records related to pregnancy accommodation ergonomic reviews shall be maintained in a confidential, secure file separate from the employee's general personnel file.

Records include: notification forms, assessment checklists, accommodation plans, purchase orders for equipment, and follow-up notes. These records must be retained for a minimum of 5 years after the employee's return to work or termination of employment, whichever is later. The JHSC shall review this policy annually during the committee's regular meeting schedule, and any updates must be approved by the Corporate Safety Director. A summary of accommodations provided (without identifying information) shall be reported to the JHSC quarterly to identify trends and improve the program.

Regulatory Disclaimer: This policy is a generic organizational template. The end-user assumes all liability for reviewing and adapting these protocols to meet specific provincial regulations (e.g., WorkSafeBC, OHSA) and corporate requirements prior to formal implementation.