
Stretch And Flex Program For Production Workers

1.0 Objective & Intent

The objective of this Stretch and Flex Program is to reduce the risk of musculoskeletal injuries (MSIs) among production workers by preparing the body for the physical demands of cabinet and millwork manufacturing tasks. This program aligns with WorkSafeBC's ergonomic requirements under the Occupational Health and Safety Regulation (OHSR) Part 4.47, which mandates that employers identify and control risks of injury from repetitive motion, forceful exertions, and awkward postures. By implementing a structured warm-up routine, this SOP mitigates strains, sprains, and soft-tissue injuries that commonly result from sudden, un-warmed physical activity.

2.0 Operational Scope

This procedure applies to all production workers, including machine operators, assemblers, material handlers, and finishers, in all areas of the cabinet and millwork facility (e.g., sawing, sanding, assembly, finishing, and warehouse). It is mandatory at the start of each shift, after lunch breaks, and before any physically demanding task. Supervisors and safety coordinators are responsible for leading the sessions and ensuring compliance.

3.0 Hazard Identification & Mandatory PPE

- Musculoskeletal Strain: Sudden lifting, twisting, or repetitive motions without warm-up can cause muscle pulls, tendonitis, or back injuries.
- Slip/Trip Hazards: Loose mats, wet floors, or cluttered areas during stretching can lead to falls.
- Overexertion: Stretching beyond comfortable range can cause injury; workers must be instructed to stretch gently.
- CSA-Approved Steel Toed Boots (must be worn during stretching if on the production floor)
- Safety Glasses (if in a designated eye-hazard area)
- Hearing Protection (if in a noise-controlled zone, e.g., near saws)

4.0 Required Safety Equipment & Tools

- Designated stretch area with non-slip mat or clean, dry floor space (minimum 2m x 2m per worker)
- Printed or digital Stretch and Flex routine poster (approved by a certified ergonomist or physiotherapist)
- Timer or stopwatch (to ensure each stretch is held for 15-30 seconds)
- First aid kit (nearby in case of injury during stretching)
- Communication system (e.g., PA system or whistle) to signal start/end of session

5.0 Step-by-Step Safety Procedure

1. At the start of each shift and after every break, the supervisor or designated leader announces the Stretch and Flex session over the PA system or by walking the floor. All production workers must stop work and proceed to the designated stretch area.
2. Workers must ensure their immediate work area is clear of debris, tools, and materials to prevent trip hazards. Any spills

or wet spots must be cleaned and dried before stretching.

3. All workers must position themselves on the non-slip mat or clean floor with at least arm's length distance from each other to avoid accidental contact during movements.
4. The leader begins with a 2-minute warm-up: marching in place or arm circles (small to large) to increase blood flow. Workers should not force movements; they should stay within a comfortable range of motion.
5. Perform the following stretches in sequence, holding each for 15-30 seconds without bouncing: Neck tilts (left, right, forward, back), shoulder rolls (forward and backward), wrist flexor/extensor stretches, trunk rotations (hands on hips, twist gently), hamstring stretch (one foot on a low stool or step, lean forward from hips), quadriceps stretch (standing, hold ankle, pull heel toward glute), and calf stretch (step lunge position, back leg straight).
6. After completing the full-body routine, the leader instructs workers to take three deep breaths (inhale through nose, exhale through mouth) to promote relaxation and focus.
7. Workers must report any discomfort, pain, or pre-existing injuries to the leader before or during the session. The leader will provide modified stretches or exempt the worker as needed, and document the issue in the safety log.
8. Upon completion of the Stretch and Flex session, workers return to their workstations. The leader signs off on the daily Stretch and Flex log (paper or digital via SafeDesk) to confirm attendance and any reported issues.
9. If a worker arrives late or misses the session, they must perform the routine individually before starting any physically demanding task. Supervisors are responsible for ensuring this is done.
10. The program is reviewed quarterly by the Joint Health and Safety Committee (JHSC) to assess effectiveness, update stretches based on injury trends, and ensure compliance with WorkSafeBC guidelines.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.