

# ERGONOMICS PROGRAM

## Program Element

### [R2-10-207\(10\)\(g\)](#)

Each Agency loss prevention committee, or individuals designated by the agency head shall develop, implement, and monitor an Ergonomics Program specific to their agency.

Workers across various industries and roles can encounter risk factors such as lifting heavy objects, bending, reaching overhead, pushing and pulling heavy loads, working in awkward body postures, and performing repetitive or similar tasks. These known risk factors for musculoskeletal disorders (MSDs) increase the risk of injury for workers.

<b>Definition:</b>	Ergonomics is the applied science focused on designing and arranging tools, equipment, and workspaces so that people can interact with their environment efficiently and safely.
<b>Why do I need this program?</b>	The number and severity of MSDs resulting from physical overexertion, as well as their associated costs, can be significantly reduced by applying ergonomic principles. According to the Bureau of Labor Statistics (BLS), in 2018, MSDs accounted for 30.3% of all incidents that required days away from work.
<b>How do I know if this program applies to my agency and my specific job hazards?</b>	<p>All state agencies should have an ergonomics program in place. At a minimum, an agency's ergonomics program should ensure that workstations are properly configured to protect employees from injuries due to improperly fitted desks, chairs, keyboards, and monitors. The program should include:</p> <ul style="list-style-type: none"><li>• Training for all employees on how to properly adjust their workstations.</li><li>• Procedures for repairing or replacing workstation equipment that is improperly sized or damaged.</li><li>• Employee actions such as periodic stretching, workplace walks, and wearing appropriate footwear.</li></ul> <p>Additionally, agencies should review their facilities or worksites for specific risk factors by evaluating workstation designs, work practices, and the overall production process.</p>
<b>What are the minimum required elements and/ or best practices for an ergonomics safety/ health program?</b>	An effective Ergonomics Program involves a process that includes identifying risk factors, involving employees, implementing controls, providing training, and regularly evaluating the program's effectiveness. Key elements of an ergonomics program should include:

	<ul style="list-style-type: none"> <li>● <b>Management Support:</b> Establish clear goals and objectives for the ergonomic process and communicate these to the workforce.</li> <li>● <b>Worker Involvement:</b> Engage workers directly in worksite assessments, developing solutions, and implementing changes.</li> <li>● <b>Training:</b> Educate workers about ergonomics and its benefits.</li> <li>● <b>Problem Identification:</b> Identify and assess ergonomic risks before they result in MSDs.</li> <li>● <b>Early Reporting:</b> Encourage reporting of symptoms to speed up job assessments, improvements, and reduce injury risks.</li> <li>● <b>Implement Solutions:</b> Apply the hierarchy of controls to reduce, control, or eliminate workplace MSD risks.</li> <li>● <b>Evaluate Progress:</b> Develop procedures for evaluating and improving the ergonomics process continuously.</li> </ul>
<p><b>Are there any mandatory training requirements or best practices that must be developed by the agency?</b></p>	<p>Training best practices should include both classroom instruction and hands-on practice with new tools, equipment, or work methods to ensure employees have the necessary skills to work safely. Effective training should also incorporate visual aids and problem-solving sessions and allow sufficient time for questions. Job-specific training should cover the following areas:</p> <ul style="list-style-type: none"> <li>● Principles of ergonomics and their applications.</li> <li>● Job-specific safe work practices tailored to the agency.</li> <li>● Industry-specific guidelines from OSHA eTools, NIOSH publications, and other relevant industry standards, e.g. patient handling guidelines from the Veterans Administration.</li> <li>● Proper use of equipment, tools, and machine controls.</li> <li>● Good work practices include proper material handling methods, tool selection and use, and workstation adjustments.</li> <li>● Awareness of tasks that could lead to pain or injury.</li> <li>● Recognition of risk factors and early symptoms of MSDs.</li> <li>● Reporting and addressing early signs of MSDs to prevent serious injuries.</li> </ul> <p>In addition to the agency’s site-specific training, State Risk Management recommends the following general awareness training available through the <a href="#">State’s Employee Learning Portal</a>.</p> <ul style="list-style-type: none"> <li>● ADRISKERGO, Ergonomics. This 9-minute video introduces ergonomics and reinforces the principles that must be employed when addressing ergonomic problems. <a href="#">LAUNCH VIDEO HERE</a></li> <li>● To locate additional courses, search using the keyword “ergonomics”</li> </ul>

	<p>Additional ergonomic resources and training can be found under the <a href="#">Risk Management, Loss Prevention Training page</a>.</p>
<p><b>Are there specific requirements for documenting the program, training, etc...?</b></p>	<p>Training records should be maintained and include the following information:</p> <ul style="list-style-type: none"> <li>● Date</li> <li>● Attendee</li> <li>● Instructor</li> <li>● Hands-on and theoretical topics</li> <li>● Time spent in training</li> </ul> <p>All training must be documented in paper format, electronic means, or via the <a href="#">State's Employee Learning Portal</a>.</p> <p>Program documents, training materials, and attendance rosters must be maintained in accordance with the <a href="#">AZ Library, Archives and Public Records general retention schedules</a>.</p>
<p><b>Are there any resources available that can assist me in putting together an ergonomics safety plan?</b></p>	<p>State Risk Management has Loss Prevention Consultants available to assist managers and supervisors in identifying potential hazards and guide agencies on the establishment of program elements.</p> <p>For assistance, contact State Risk Management Loss Prevention at <a href="mailto:rmdlossprevention@azdoa.gov">rmdlossprevention@azdoa.gov</a>.</p> <p><b><u>Sample Programs and Guidance</u></b></p> <ul style="list-style-type: none"> <li>● From OSHA: <a href="#">Ergonomics Programs</a></li> <li>● From State Risk Management: <ul style="list-style-type: none"> <li>☰ Sample Ergo Program 06-2022</li> </ul> </li> <li>● Agency Ergonomic Response Standard Work Example: <ul style="list-style-type: none"> <li>☰ Agency Workstation Ergonomic Evaluation Response - Sa...</li> </ul> </li> <li>● ☰ Recommended Ergonomic Equipment</li> </ul> <p><b><u>Additional Guidance</u></b></p> <ul style="list-style-type: none"> <li>● Washington State Department of Labor &amp; Industries Sprains &amp; Strains Evaluation Tools: <a href="#">Evaluation Tools</a></li> <li>● OSHA Safety and Health Topics: Ergonomics: <a href="#">Ergonomics - Overview   Occupational Safety and Health Administration</a></li> <li>● OSHA Ergonomics eTools: <a href="https://www.osha.gov/etools/computer-workstations">https://www.osha.gov/etools/computer-workstations</a></li> <li>● NIOSH Elements of an Ergonomics Program: <a href="https://www.cdc.gov/niosh/ergonomics/index.html">https://www.cdc.gov/niosh/ergonomics/index.html</a></li> </ul>