

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 in many different industries and occupations can be exposed to risk factors at work, such as lifting heavy items, bending, reaching overhead, pushing and pulling heavy loads, working in awkward body postures and performing the same or similar tasks repetitively. Exposure to these known risk factors for Musculoskeletal Disease (MSDs) increases a worker's risk of injury.

Definition:	Ergonomics is an applied science concerned with designing and arranging equipment and tools people use so that people interact with their workspace most efficiently and safely.
Why do I need this program?	The number and severity of MSDs resulting from physical overexertion, as well as their associated costs, can be substantially reduced by applying ergonomic principles. In 2018, the BLS reported that musculoskeletal disorders accounted for 30.3% of all incidents requiring days away from work.
How do I know if this program applies to my agency and my specific job hazards?	<p>All state agencies should have an ergonomics program. At a minimum, an agency ergonomic program should acknowledge the need to ensure that workstations are properly configured to protect employees from injuries resulting from improperly fitted desks, chairs, keyboards and monitors.</p> <p>The program should include training for all employees to properly adjust workstations and procedures for repair or replacement of workstation equipment that is not properly sized or damaged.</p> <p>Employee training should also include actions the employee should take such as periodic stretching, workplace walks, and wearing appropriate footwear. The agency should review the facility or work site for specific risk factors by evaluating workstation designs, work practices, and the overall production process.</p>

<p>What are the minimum required elements and/or best practices for an ergonomics' safety/ health program?</p>	<p>An Ergonomics Program is a process that consists of identifying risk factors through employee involvement, implementing controls, providing training, and periodically evaluating the process.</p> <ul style="list-style-type: none"> ● Provide Management Support - Management should define clear goals and objectives for the ergonomic process and communicate clearly with the workforce. ● Involve Workers - Workers should be directly involved in worksite assessments, solution development, and implementation. ● Provide Training - Training ensures that workers are aware of ergonomics and its benefits. ● Identify Problems - Identify and assess ergonomic risk factors in the workplace before they result in MSDs. ● Early Reporting - Early reporting of symptoms can accelerate the job assessment and improvement process, and minimize injury. ● Implement Solutions - Implement the hierarchy of controls to reduce, control, or eliminate workplace MSDs. ● Evaluate Progress - Established evaluation and corrective action procedures need to be in place to periodically assess the effectiveness of the ergonomic process and to ensure its continuous improvement.
<p>Are there any mandatory training requirements or best practices that must be developed by the agency?</p>	<p>Training best practices should include both classroom training and hands on practice with new tools, equipment, or work practices to make sure they have the skills necessary to work safely. Incorporate visual aids, problem solving sessions, and provide ample time for questions.</p> <p>Specific job training should include the following:</p> <ul style="list-style-type: none"> ● Principles of ergonomics and their applications. ● Agency job specific safe work practices. ● Industry specific guidelines from OSHA eTools, NIOSH publications, and industry standards. For example, use safe patient handling guidelines from the Veterans Administration, or safe lifting wire spools from the Electrical Contractors OSHA eTool. ● Proper use of equipment, tools, and machine controls. ● Good work practices such as proper material handling methods, tool selection and use, and workstation adjustments.

	<ul style="list-style-type: none"> ● Awareness of work tasks that may lead to pain or injury. ● Recognition of risk factors and early symptoms of MSDs. ● Reporting and addressing early indications of MSDs before serious injury develops. <p>Additional ergonomic resources and training can be found under the Risk Management, Loss Prevention Training page.</p>
<p>Are there specific requirements for documenting the program, training, etc...?</p>	<p>Training records should be maintained and include the following information:</p> <ul style="list-style-type: none"> ● Date ● Attendee ● Instructor ● Hands-on and theoretical topics ● Time spent in training
<p>Are there any resources available that can assist me in putting together ergonomics' safety plan?</p>	<ul style="list-style-type: none"> ● Washington State Department of Labor & Industries Sprains & Strains Evaluation Tools: https://lni.wa.gov/safety-health/preventing-injuries-illnesses/sprains-strains/evaluation-tools#basic-evaluation-tools ● OSHA Safety and Health Topics: Ergonomics: https://www.osha.gov/SLTC/ergonomics/ ● OSHA Ergonomics eTools: https://www.osha.gov/dts/osta/oshasoft/index.html ● OSHA Compliance Manual: OSHA Technical Manual (OTM) Section VII: Chapter 1: https://www.osha.gov/dts/osta/otm/otm_vii/otm_vii_1.html ● NIOSH Elements of an Ergonomics Program: https://www.cdc.gov/niosh/topics/ergonomics/ergoprimer/default.html ● To purchase ergonomic furniture, refer to the ProcureAZ website: <ul style="list-style-type: none"> ○ Select State Contracts ○ Check Statewide Contract ○ Search using keyword "furniture" ● A sample ergonomics program from OSHA: https://www.osha.gov/sites/default/files/2018-12/fy14_sh-26336-sh4_Sample-Ergonomics-Program-for-Company.pdf