

ERGONOMICS PROGRAMS 1102

I. PURPOSE

To provide guidelines for implementing a program to identify jobs that can lead to Cumulative Trauma Disorders (CTDs).

II. PROGRAM ELEMENTS

The following four major elements comprise an ergonomics program and should be used to identify and abate potential ergonomic hazards.

A. Worksite Analysis

A worksite analysis identifying ergonomic hazards shall be performed. The following shall be included:

1. Review existing medical, safety and insurance records for evidence of ergonomic injuries or disorders.
2. Evaluate jobs and workstations.
3. Assign risk category (low, medium, high) for each job or work area studied based on the analysis. Jobs that are medium or high risk should be analyzed further for in-depth hazard, hazard identification and quantification.

B. Hazard Prevention and Control

1. Determine short-term and long-term solutions needed to minimize or eliminate risks identified in the worksite analysis.
2. Engineering controls (workstation design) should be considered before other control measures such as:
 - a. Work practice controls
 - b. Personal protective equipment

C. Medical Management

A medical management program should be utilized to eliminate or reduce the risk of CTD development. This program should address the following issues:

1. Injury and illness recordkeeping
2. Early recognition and reporting

3. Systematic evaluation and referral
4. Conservative return-to-work
5. Systematic monitoring

D. Training and Education

1. The purpose of training is to ensure that all employees understand the ergonomic hazards associated with a job, methods to prevent and control them and their associated medical consequences.
2. All employees, including management, should receive general training including:
 - a. The various types of CTDs
 - b. What causes CTDs
 - c. How to recognize symptoms
 - d. How to prevent CTDs
3. Training for affected employees and their supervisors should also include:
 - a. Proper work practice instruction
 - b. Proper use of tools and equipment
 - c. Proper lifting techniques and devices
 - d. Use of appropriate personal protective equipment

III. REFERENCES

OSHA Ergonomic Program Management Guidelines