

EXAMPLE OF AN ERGONOMICS POLICY

1. INTRODUCTION

Company Name is developing an ergonomic program to improve the health of its employees by minimizing ergonomic stressors. The objective of any safety initiative is to prevent injuries and illnesses by removing their causes. For musculoskeletal disorder hazards we can achieve this by eliminating or reducing employee exposure.

1.1. DEFINITIONS APPLICABLE TO THIS POLICY

ERGONOMIC ISSUES

Points of concern regarding ability to fit the workplace to the worker's needs.

MUSCULOSKELETAL CONDITIONS

Circumstances that cause muscle aches and pains usually due to working in awkward postures.

WORKSITE EVALUATIONS

Assessment of the workplace in order to improve the fit between the worker and the work environment.

Add any other definitions as deemed necessary.

2. PURPOSE

The purpose of the (*Company Name*) Ergonomics Policy is to protect all workers from injuries caused by exposure to musculoskeletal risk factors.

3. POLICY STATEMENT

This policy applies to all workers. The Health & Safety Committee and the Ergonomics Team (any relevant personnel), are available to assist departments in:

- Identifying ERGONOMIC ISSUES
- Training workers and team members on the ERGONOMIC ISSUES identified and recommended practices.
- Completing assessments.
- Implementing solutions
- Providing resources for up to date information.

4. RESPONSIBILITIES FOR DEPARTMENTAL MANAGEMENT

Departments are responsible for developing and implementing an Ergonomics Program or assigning a representative from the department to be involved and attend all Ergonomic Team Meetings. This person must be aware of the concerns and meet the needs of the department's workers who perform day-to-day operations. Departments must provide sufficient resources to implement needed ergonomic changes. Departments must provide and document training that will increase awareness of the following:

- Musculoskeletal conditions, signs and symptoms
- Ergonomic Risk Factors
- Accommodations that can be made as a result of worksite evaluations.

Departments will make every effort to ensure all new equipment purchases meet the ergonomic standards issued by the Ergonomic Team and that equipment takes into consideration a wide range of users.

5. RESPONSIBILITIES FOR ERGONOMIC TEAMS

Members of the Ergonomic Team will perform WORKSITE EVALUATIONS and observations to ensure workstations meet the needs of the user. Assistance in performing WORKSITE EVALUATIONS is available from the Plant Ergonomist/Health and Safety Manager/outside consultants (as needed). Departments must ensure reasonable accommodations are made to provide equipment that is recommended to meet the user's needs.

6. WORKER RESPONSIBILITIES

All workers who perform day-to-day operations will participate in a general ERGONOMICS AWARENESS TRAINING session.

Equipment provided by the department must be used correctly including using proper working techniques. Cooperation and communication between departmental management and their respective workers is necessary to identify and correct ergonomically related issues.

If an employee is experiencing any signs or symptoms of musculoskeletal disorders, the employee is to report their symptoms to their supervisor. The supervisor will fill out the appropriate form to have a review of the job completed and send the employee for appropriate medical management. All requests will be followed up by the Ergonomics Team who will advise the employee, their supervisor, and Human Resources/WSIB administrator of the necessary follow-up.

7. OBTAINING ASSISTANCE

Employees, Supervisors, Department Heads, etc. may request an ergonomic assessment of work area(s) or work process(es) by contacting the Health and Safety Manager/Ergonomic Team Leader at ext. XXXX. The team will conduct an ergonomic evaluation and provide written documentation for eliminating or reducing ergonomic risk factors to the employee and their supervisor.

ISSUED BY:

CURRENT REVISION DATE: