Sample Policy Requirements For Ergonomics/Musculoskeletal Disorders Prevention

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Introduction

This document aims to facilitate the creation of an ergonomics/musculoskeletal disorders (MSDs) prevention policy for your organization. An organization's ergonomics/MSDs prevention policy describes the systems, processes, tools, roles and responsibilities an organization uses to guide its ergonomics program. It is specific to an organization and is essentially an ergonomics roadmap for the organization. An ergonomics program is a part of creating a healthy workforce and a productive workplace. The ergonomics policy will facilitate the consistent application of all ergonomics systems, ensure the organization complies with applicable ergonomics laws and regulations, and may even assist with recruiting and retaining top talent as it demonstrates a value for the workers and their safety and wellbeing.

For more resources visit, **MSD Solutions Lab**

Policy Requirements

Specific to ergonomics and MSD prevention, the following essential sections are suggested as part of developing an organization's ergonomics policy. These suggestions can be for either in-person or remote work environments.

Purpose

Every organization, small, medium or large, must establish a clear set of policies and procedures to help guide its operations or processes. This section should include what workers can expect from the organization and what the organization expects from them. For example, does an organization support injury prevention measures for its employees (e.g., improvements to work processes, workstations and equipment)? Does it provide ergonomics resources, education, training and consultation? Does the 'Purpose' explicitly mention that employees take responsibility for their health and safety by adhering to the outlined policy and procedures?

A few examples of Purpose are shown below

From VelocityEHS:

Purpose: This policy aims to support a safe and hazard-free environment for our employees via the establishment of an ergonomics process for <insert Company name> global operations. This process has been developed to establish consistency in implementing ergonomics processes at all <insert Company name> facilities.

This policy establishes the minimum requirements for an integrated, effective and sustainable process to protect employees from the risk factors which cause work-related Musculoskeletal Disorder (MSD) injuries.

The primary focus of the process is to establish a systematic approach for the proactive and effective reduction of these risk factors in existing workstations and future designs. The common goal is to reduce MSD risk factors to the lowest level that is technically and financially feasible.

This policy describes what must be done and who is responsible. The <insert Company name> Ergonomics Process Guidance Document describes how to (steps and tools) fulfill the process requirements.

From State Compensation Insurance Fund, California:

The purpose of an ergonomics program is to apply ergonomic principles to the workplace to reduce the number and severity of MSDs, thus decreasing workers' compensation claims and, where possible, increasing productivity, quality and efficiency. An ergonomically sound work environment maximizes employee comfort while minimizing the risk of undue physical stress.

A proactive approach focuses on making changes when risks have already been identified, as well as incorporating ergonomics into the design phase of a new facility or process, purchasing new equipment or tools, and in the contemplation of scheduling changes.

Scope:

The scope statement should include information on a new or revised facility or company policy. In addition, it should provide a summary of the proposed approach, including information regarding safeguarding those affected by the developed document. For example, does this scope apply to only one or multiple sites? Does it cover the state government's regulatory requirements where the site(s) are located?

The Policy Statement can be a standalone section in specific situations and is placed immediately after 'Purpose'. This **section** states the requirement or provision a specific policy sets on or extends to, including who should follow it and when it should be applied, but this section does not describe 'how to' procedures. Different statements, if any, within the main Policy Statement can also be separately numbered for further clarity and distinction.

A few examples of Scope are shown below:

From VelocityEHS:

This policy applies globally to all <insert Company name> employees and to all operations at each location under the direct control of <insert Company name>, including contract personnel and visitors.

This policy includes new and existing equipment, processes and products.

In addition, this policy requires compliance with all applicable ergonomics regulatory requirements established at a State/Provincial/Regional/Local and Federal/Country specific level.

From State Compensation Insurance Fund, California:

It is the policy of <insert Company name> to provide all employees with a safe and healthy workplace. A proactive ergonomics program is integrated into our company's written safety and health program.

Records documenting the identification, prevention and control of employee exposure to ergonomic risk factors will be maintained pursuant to all regulations.

This program is a collaborative effort including managers, supervisors and labor. The Ergonomics Program Coordinator is responsible for the program's implementation, management and recordkeeping requirements.

From Fresno County, California:

In an effort to reduce discomfort employees may experience on and off the job as a result of Repetitive Motion Injuries (RMI's), reduce costly injuries and to maintain productive work environments, the Fresno County Department of <Department Name Here> has adopted this ergonomics program to minimize RMI's through (a) worksite evaluations, (b) adoption of control measures and (c) training of employees.

From Schneider Electric:

This document contains procedures and work practices applying to all <insert Company name> North America and Central America sites including manufacturing, distribution centers and office employees and their contractors to meet or exceed regulatory requirements including Canada provincial and federal, Mexico state and federal and U.S. federal and state regulations.

This policy applies to all <insert Company name> facilities, employees and their work-stations, work tasks and/or assigned work areas.

Definitions

The terms used in the policy and procedures are typically defined in alphabetical order as they serve as a glossary for the policy. These definitions assist the policy users in understanding terminology, especially those needing more interpretation related to certain specifics (e.g., technical or terms with special meanings) of the policy and procedures.

It should be noted some policy documents have this section after the scope, while some include it at the end of the policy document.

A few examples of Scope are shown below:

From VelocityEHS:

Ergonomics:

The science of fitting jobs to people. It is accomplished at <insert Company name> using a systematic process for anticipating, identifying, analyzing and controlling MSD hazards.

Job Task:

Series of motions and activities performed during one cycle with a specific machine or tool.

Program Review:

Comprehensive audit of the status and effectiveness of program components.

Risk Assessment:

An objective, repeatable process to systematically identify and measure the presence and significance of risk factors.

Risk Factors (of MSDs):

Characteristics of work that can cause or aggravate a work-related musculoskeletal disorder (MSD).

Risk Priority Score:

A composite score generated by Industrial Ergonomics software indicating the overall level of MSD risk exposure to the whole body.

Work-related Musculoskeletal Disorders (MSDs):

MSDs are conditions of the nerves, tendons, muscles and supporting structures of the musculoskeletal system that can result in discomfort, pain, swelling, numbness and/or tingling and are a major cause of disability.

From Fresno County, California:

Ergonomics is the science of designing and adjusting the work environment so that job tasks, tools and equipment are within each employee's physical capabilities and limitations. In a more practical sense, it is the science of human comfort. When the physical capabilities of a person are exceeded by the demands of a job task or the work environment, an injury to the musculoskeletal system may result. These work-related musculoskeletal disorders are also commonly referred to as RMI's or cumulative trauma disorders (CTD's).

Repetitive Motion Injuries (RMI's) are caused by repeated motions and exertions. The arms and hands are especially vulnerable. The disorders can involve nerves, blood vessels or tendons, which connect muscles to bones.

Identical Work Activity means the employees were performing the same repetitive motion tasks, such as, but not limited to, word processing, assembly or loading.

A Potentially Exposed Employee is an employee working a job, process or operation of identical work activities in which more than one RMI has been reported within a twelve-month period.

From Schneider Electric:

Ergonomics:

An interdisciplinary field concerned with adapting the workplace to meet the physical and mental capabilities of the worker.

Ergonomics Team:

Those responsible for identification and correction of ergonomic hazards in the workplace. This team includes Health and Safety personnel, supervisors, engineers and associates.

Health and Safety Steering Committee:

The team responsible for the coordination of ergonomic efforts and providing leadership direction.

Human Factors:

Any time SE engineers a product, process or system to work more efficiently with humans, we are practicing human factors (ergonomics).

Musculoskeletal Disorder (MSD):

A health disorder arising from repeated bio-mechanical stress, repetitive motion injury, usually resulting in injury to the tendons, tendon sheaths and related bones, muscles and nerves of the hands, wrists, back, legs, elbows, shoulders and neck.

Occasional Lift:

Established number of lifts or repetitions of a specified load based on a lift equation (i.e., NIOSH) – typically less than or equal to one lift per five minutes; this may be averaged over one hour if the lifts are consecutive with a subsequent long period of no lifting.

Responsibility

This section should describe the duties of each individual for the tasks listed, ensuring they follow them. These responsibilities may list specific positions within the organization and how those positions contribute to completing a policy or procedure, such as who is in charge of ergonomics evaluations, employee training, implementation of ergonomics improvements, and recordkeeping, and who contributes to a safe and healthy work environment. This section should also include the expectations for workers in ergonomics initiatives, including identifying jobs with MSD risk, sharing ideas for solutions and using implemented solutions.

A few examples of Scope are shown below:

From VelocityEHS:

The Global Ergonomics Lead is responsible for establishing and maintaining this ergonomics process. It is the responsibility of facility management to provide support for the ergonomics process and to ensure the process is well implemented and maintained. It is expected the Plant or Facility Manager at each location will be the Process Sponsor and:

1. Establish a common goal and metrics for reducing MSD risks.
2. Ensure site improvement goals and metrics are established.
3. Commit adequate resources (staffing and funding) to support the program.
4. Review and track progress toward the goal.
5. Identify an Ergonomics Process Lead for the site.
6. Ensure the training necessary for each job function's roles and responsibilities is available and completed.

The roles and responsibilities expected at each site are contained within the site-specific ergonomics plan and outlined in <Ergonomics Process Guidance Document>.

From State Compensation Insurance Fund, California:

Selected items are shown below as an example for each responsible person. For more details, please see the Appendices attached.

A. Ergonomics Program Coordinator will:

- Ensure evaluators performing worksite evaluations and training are properly trained
- Ensure control measures are implemented in a timely manner
- Ensure a system is in place for employees to report MSD signs or symptoms and suspected work-related risk factors to managers and supervisors

B. Managers – Duties of all managers will include:

- Accountability for the health and safety of all employees within their departments through the active support of the ergonomics program
- Allocating human and/or financial resources
- Attending ergonomics training to familiarize themselves with the elements of the program, recognition and control of work-related ergonomic risk factors, MSD signs and symptoms, early reporting requirements and procedures, and medical management

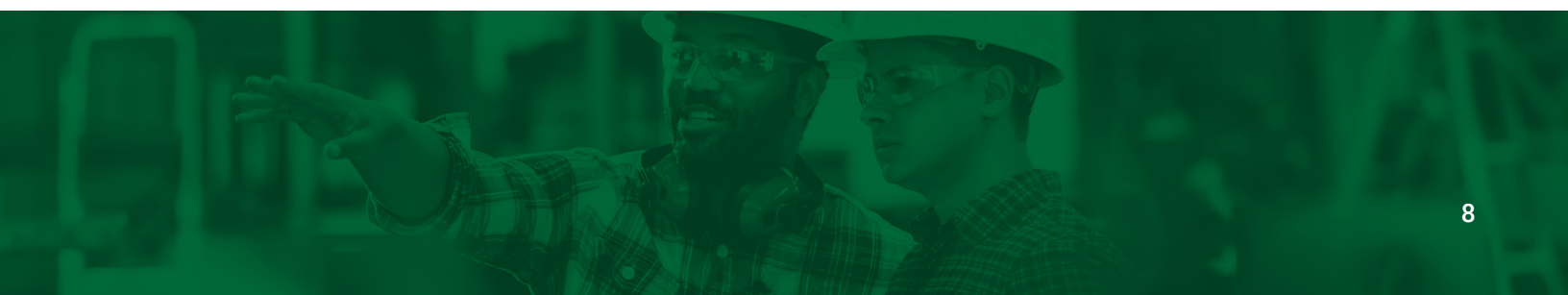
C. Supervisors –Duties of all supervisors will include:

- Attending ergonomics training to familiarize themselves with the elements of the program, recognition and control of work-related ergonomics risk factors, MSD signs and symptoms, early reporting requirements and procedures, and medical management
- Ensuring employees have received the appropriate training
- Ensuring employees are provided with and use the appropriate tools, equipment, parts and materials in accordance with ergonomic requirements

D. Employees –Every employee of <insert Company name> is responsible for conducting himself/herself in accordance with this policy and program.

All employees will:

- When provided, use the appropriate tools, equipment, parts, materials and procedures in the manner established by managers and supervisors
- Ensure equipment is properly maintained in good condition and when not, report it immediately
- Provide feedback to supervisors regarding the effectiveness of design changes, new tools or equipment, or other interventions



From Fresno County, California:

A. Department Head

- Ensures the requirements of this program are implemented throughout the department of <Department Name Here>
- Authorize budgeting and expenditure of necessary resources to implement and administer the program
- Provide corrective action as may be deemed necessary or practical to modify or replace equipment, machinery and tools which are found to create Repetitive Motion Injuries (RMI's)

B. Supervisors

- Investigate alleged injuries that may lead to RMI's and ensure employees are provided and use appropriate tools, equipment, parts and material required to perform the job at the lowest level of exposure to risk factors that is feasible
- Familiarize employees within their authority of this program
- Attend ergonomics training through Risk Management to recognize and minimize ergonomic risk factors

C. Risk Management

- Ensure ergonomic training is available for all County employees
- Assist departments in evaluating work-related RMI exposures and conduct assessments for physician-requested evaluations
- Monitor the effectiveness of this program and update it as necessary

D. Department Safety Coordinators

- Conduct ergonomic evaluations upon request from an employee or supervisor, or coordinate evaluations with qualified persons within the department
- Submit completed ergonomic evaluation reports to Risk Management upon completion of evaluations
- Make appropriate recommendations for control measures for RMI's

E. Employees

- Report signs and symptoms of RMI's and perceived work-related ergonomic hazards to the supervisor
- Follow appropriate instructions and safe practices
- Organize the work environment to minimize frequent repetitive motions which could lead to injuries. Examples of motions to minimize are reaching, twisting and bending; to actual job tasks, processes or work activities.

From Schneider Electric:

Selected items are shown below as an example for each responsible person. For more details, please see the Appendices attached.

A. Management or Designee shall

- Provide support of the overall ergonomics program and for those programs supporting good ergonomic practices, such as Equipment Approval Sign off Procedure, Materials Handling Policy and
  Supervisory Training
- Ensure ergonomic requirements are incorporated into the workplace, as well as monitored and enforced through Gemba walks, checklists, audits and
  other tools
- Ensure implementation of engineering dedication and sound materials handling practices
- Ensure programs to implement task redesign and subsequent training programs that receive continuous support in order to control ergonomic injuries

B. Supervisor or Designee shall

- Ensure education in good ergonomic practices is provided to all associates
- Provide ergonomically designed tools, maintained in good repair and appropriate for the task being performed
- Provide material handling devices best suited for the task
- Provide training in the correct operation of tasks
- Ensure hazard evaluations are complete

C. Safety and Environmental Representatives shall

- Provide initial basic ergonomic training to all managerial and supervisory personnel – this training includes the definition of ergonomics, the supervisor's role, hazard evaluation/ recognition, workplace design practices, high-risk tasks, high-risk associates, high-risk postures and posture demands, causes of pain associated with body mechanics, material handling, specific exercises and control practices
- Schedule/arrange for Ergo Design training for site Engineers, Purchasing and Safety team (plus more as deemed appropriate) to ensure proper knowledge and understanding of the <insert Company name> Physical Ergonomics Guidebook
- Communicate and educate management regarding ergonomic issues

D. Health and Safety Steering Committee shall

- Ensure assessment and risk analysis findings relating to ergonomics are referred to the Ergonomics Team
- Take into account escalating ergonomic issues of existing processes and determine if these issues can be resolved immediately or warrant referral to the Ergonomics Team

E. Ergonomics Team shall

- Conduct job task evaluation and remediation using Gemba walks, ergonomic checklists and in response to MSD symptom reporting
- Report results to Health and Safety Steering Committee and/or management staff
- Review injury or first aid trends and address issues as identified

F. On-site Ergonomic specialist (if available) should provide the following services (for example):

- Conduct one-on-one employee evaluation and remediation utilizing Passive and Active Assistive range of motion and muscle strengthening coaching
- Conduct employee symptoms survey, if appropriate, and follow up with Safety to ensure actions are set in place as needed
- Conduct employee ergonomics training

G. On-site Trigger Point specialist (if available) should provide the following services (for example):

- Provide temporary soft tissue/muscle relaxation via Trigger point therapy (TPT), myofascial massage and/or ART (Active Release Technique)
- Encourage the use of appropriate stretches to prevent/address and alleviate muscle tightness
- Provide coaching and recommendations on wellness practices to the employee to aid in their general wellbeing

H. Process, Design and Industrial Engineers shall

- Attend the Ergonomic Design Training to ensure sound ergonomic principles are used during the selection, installation and operation of the processes and equipment. Not only does process equipment need ergonomic consideration, but office areas, facility equipment and all workstations should be examined to determine potential ergonomic risk factors which may require further evaluation and an action plan.
- Good workplace and workstation design and redesign emphasizing human factors will help reduce worker fatigue, exertion and musculoskeletal disorders. Good ergonomics design can also increase the efficiency and productivity of an operation. The <insert Company name> Physical Ergonomics Guidebook must be utilized for the design of workstations whether new, redesigned or transferred.
- Participate as a member of the Ergonomics Team as appropriate.
- Ensure engineering changes do not adversely impact the operations or safe task performance.

I. Associates shall

- Recognize MSD signs and symptoms and other ergonomic hazards and report them to supervision
- Bring workstation design, tools and other human factor concerns to the supervisor before medical intervention is needed
- Adhere to safe work practices and proper equipment operation
- Properly use provided material handling devices
- Insist on training in task performance and use of tools and/or equipment before a task is undertaken
- Participate as a member of the Ergonomics Team or the Health and Safety Steering Committee as requested

Procedures:

This section should include a detailed description of how the different elements of your ergonomics initiatives are accomplished. As evidenced from the NSC infographic '**Building an MSD Solutions Program**,' have procedures in place for identifying and addressing existing MSD hazards and risks, as well as for preventing the introduction of new hazards and risks. It should be organized by the tasks to accomplish chronologically. For example, what does your ergonomics program consist of? What types of ergonomic assessments are performed – a self-assessment, preventive or workers' compensation assessment? What risk assessment tools are used, and for what tasks?

A few examples of Scope are shown below:

The National Institute for Occupational Safety and Health (NIOSH)

STEP 1: Identify Risk Factors

STEP 2: Involve and Train Management and Workers

STEP 3: Collect Health and Medical Evidence

STEP 4: Implement Your Ergonomic Program

STEP 5: Evaluate Your Ergonomic Program

STEP 6: Promote Worker Recovery through Health Care Management and Return-to-Work

STEP 7: Maintain Management Commitment and Employee Involvement

NIOSH recommends ergonomics programs be used to supplement existing occupational health and safety management systems.

Department of Labor and Industries, State of Washington

To protect your employees from injuries, improve productivity and reduce workers' compensation costs, follow any of these steps that meet your needs.

STEP 1: Involve employees

STEP 2: Find hazards

STEP 3: Assess hazards

STEP 4: Fix hazards

STEP 5: Check for success

Your employees are the experts in their work. Often they are the best at spotting problems. They probably already have good ideas and solutions.

Training your employees on ergonomics gives them additional skills for finding hazards and solutions. They can learn more about ergonomics from these online courses.

1. A Five-Step Ergonomics Process: Finding and Fixing Sprain and Strain Hazards
2. Using Ergonomics to Prevent Sprains and Strains

VelocityEHS

The Ergonomics Policy is based on continuous improvement — Plan, Do, Check, Act. The goal of the process is to reduce exposure to MSD risk factors through tool, equipment, workplace and product design.

The following sections list the required elements of the improvement process.

Plan (Develop Goal and Support Infrastructure, Identify Risks and Analyze Hazards): Establish site-specific ergonomics plans to address the location-specific needs. The site-specific plan requirements are detailed in <Ergonomics Process Guidance Document>. A template for writing these plans is provided in <Site-Specific Ergonomics Plan Template>.

Do (Control Risks, Provide Training and Manage Medical Incidents): Implement a process to control MSD risk factors as determined by the plans and goals established in the Plan phase.

Check (Validate Risk Reduction, Monitor and Review Improvements): Validate, monitor and track the effectiveness of the ergonomics process relative to the established plans, goals and requirements of this policy.

Act (Management Review and Standardize Solutions): Standardize effective controls and review the site process, results and plans regularly.

University of California, Davis

A. An ergonomics review shall occur when one of the following situations occurs:

- A new employee begins work
- An employee's workspace changes
- The employee/supervisor requests equipment or an assessment
- The employee brings a medical note forward (contact Offices of the Chancellor and Provost Personnel as soon as possible)

B. The employee shall complete the ergonomic self-evaluation and the following ergonomics trainings:

- Ergonomics in the Workplace
- Ergonomics for Computer Users
- Back Safety and Injury Prevention

C. If there is discomfort, the employee with the supervisor will complete the Discomfort report and send it to the Offices of the Chancellor and Provost-Personnel to schedule a Tier 1 Assessment.

D. Offices of the Chancellor and Provost-Personnel will review the request. If the unit has an assigned Tier 1 Assessor, then this request will be forwarded to the Tier 1 Assessor. If there is no assigned Tier 1 Assessor, then Offices of the Chancellor and Provost-Personnel will schedule this request with one of their team members. A Tier 1 assessment will be completed.

E. The employee will be asked to complete the Tier 2 Assessment request form conducted by the Ergonomics Team if the Tier 1 Assessor determines:

- An additional level of review is needed
- If the ergonomics issue persists after the Tier 1 recommendation is implemented
- Specialized equipment is needed

F. Tier 2 Recommendations will be made via an Ergonomic Report sent to the employee and supervisor. Contact Design Services or the Furniture Program for equipment trial or purchasing options and to utilize discounted pricing through established campus contracts.

G. If an ergonomic issue persists after the equipment is implemented, the supervisor shall contact the Tier 2 Assessor with the Ergonomics Team, who will work with the appropriate departments for further evaluations or requirements (e.g., Disability Management Services).

From State Compensation Insurance Fund, California:

A. Management Leadership

B. Employee Participation

C. Identification of Problem Jobs

D. Worksite Evaluations

- Triggers for a worksite evaluation
- Work-related risk factors to be considered in the evaluation process

E. Setting Priorities. Worksite evaluations will be scheduled based on the following:

- Any job, process, operation or workstation which has contributed to a worker's current MSD
- A job, process, operation or workstation that has historically contributed to MSDs
- Specific jobs, processes, operations or workstations that have the potential to cause MSDs

F. Worksite Evaluations Methods

- Walk-through and observations
- Employee interviews
- Surveys and questionnaires
- Checklists
- Detailed worksite evaluations

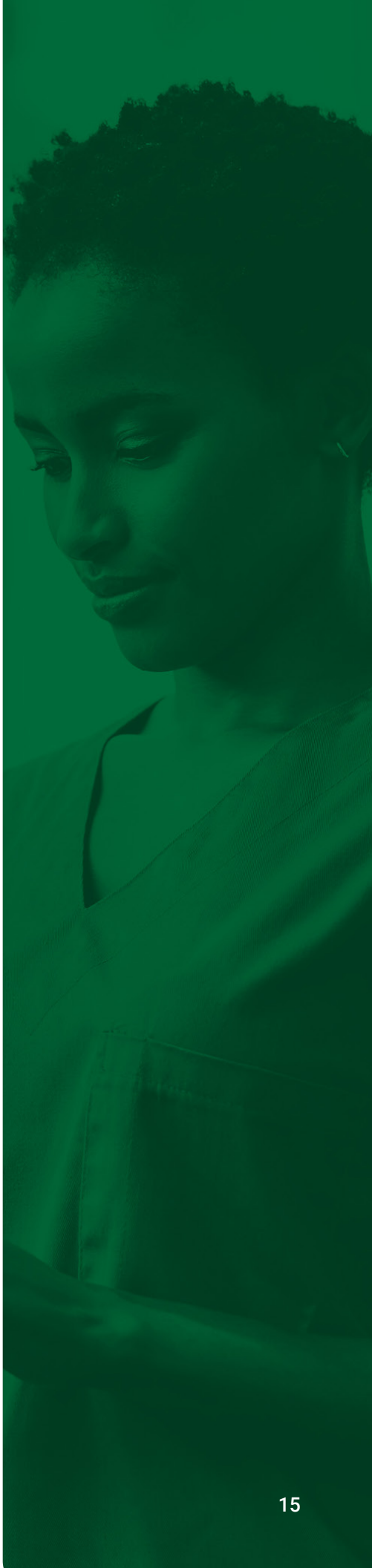
G. Control of the Ergonomic Risk Factors. (NAME OF COMPANY) will take steps to identify ergonomic risk factors and reduce hazards by using a three-tier hierarchy of control (in order of preference):

- Engineering controls
- Administrative controls
- Personal protective equipment (PPE)

H. Training

I. MSD (Medical) Management and Early Return-to-Work

J. Program Evaluation and Follow-Up



From Schneider Electric:

Selected items are shown below as an example for each responsible person. For more details, please see the Appendices attached.

A. Written Ergonomics Program

Every <insert Company name> site shall adopt this written ergonomics program. Implementation shall include:

- Employee education and training.
- A formal audit process designed to document the work environment and evaluate physical risk factors.
- Review of the risk factors conducted by an internal or external qualified resource (i.e. 3rd party vendors such as Ergo Plus, local Physical Therapist, Schneider Electric Ergonomics SME or other qualified ergonomic designees).
- Actions plans developed and prioritized based on the severity and frequency of the work-related risk factors.
- Management commitment of resources to eliminate or reduce risk factors.
- Ongoing evaluation and continuous improvement.

B. Worksite Analysis – Recognize and Correct Hazards

Each Job Breakdown Sheet (JBS) or similar alternative shall include an ergonomic evaluation as part of the process.

- Worksite analysis involves the identification of significant body motions such as bending, twisting, reaching and lifting; the application of the NIOSH lifting equation for possible process improvements to the lift; Physical demand classification (PDF) is known for each task, including load maximum, frequency of manipulation (lift/lower, push, pull, carry) and duration spent manipulating load; the identification of mechanical stressors such as pressure points on hands, legs and fingers and vibration; the identification of forceful exertion dependent on the object's weight, shape, friction-generated use of gloves, repetition and the associate's experience; and the evaluation of environmental factors such as noise, heat, cold and lighting – to name only a few.
- Engineers, Purchasing, Safety, etc. employees must be provided with Ergo Design Training from a certified <insert Company name> trainer to ensure knowledge of and proper use of the <insert Company name> Physical Ergonomics Guidebook.
- The <insert Company name> Ergonomic Assessment Worksheet (or equivalent) may be used to conduct ergonomic analysis after undergoing training by an individual trained in its use.
- Observation of tasks being performed, and associate and supervisor interviews can provide the basis for task analysis.

C. Engineering Controls

- Ergonomics is a multi-disciplinary field concerned with adapting the workplace to meet the physical and mental capabilities of the worker. The process engineer, industrial engineer, design engineer, safety designee and operations supervisor all must be involved in process design, redesign or modification, storage and retrieval, and materials flow to ensure all ergonomic issues are addressed.
- A proactive program addressing ergonomic concerns will ensure a harmonious interaction between the worker and the work site, thus reducing the likelihood of the existence of MSD-causing hazards.
- Engineering controls include, but are not limited to the following:
- Automate the job to eliminate hand movements, force and high-frequency tasks.
- Design jobs where both hands can be used.
- Position the work and worker to eliminate awkward postures, and reduce extreme and repetitive body motions at full range of motion (e.g., reaching, bending, twisting, standing).

D. Administrative Controls

- Not every ergonomic solution demands an engineering change or consideration. However, it is important to note the proactive engineering review process will oftentimes be the most beneficial method of MSD control in the long run.
- When engineering considerations are not feasible, administrative controls can be implemented. These controls include but are not limited to:
- Stretching performed, ideally a minimum of once per shift before work starts, led by the team leader, supervisor or designee.
- (Follow <insert Company name> guideline) - The goal is no more than 26 lb occasional single-person lift and 22 lb repetitive single-person lift. In addition, all loads over 22 lbs must be identified and action plans put in place. During the transition to these specific goals, no single person lifts more than 40 lbs, and the two or more people limit is between 40-80 lbs while maintaining <insert Company name> ergonomic standard lifting principles. All loads greater than 80 lbs must be lifted and moved mechanically. All manufacturing, office and ETO sites are encouraged to adopt the 22/26 lb guidance for lifting limits. DC locations will have a greater challenge in adopting this guideline, but discussions should take place when a high risk is identified through an ergonomics assessment. It is expected that continuous improvement projects will address lifting tasks outside of the 22/26 lb guideline. ALL sites/clusters are to follow all other aspects of this ergonomic procedure. The most recent version of the <insert Company name> Physical Ergonomics Guidebook should be used to establish weight limits, force and physical capability and to evaluate specific job demands to reduce employee exposure.
- Reduction in task frequency
- Rotation of workers between different types of jobs using different muscle groups
- Alternate hands, if possible, so the job is not performed primarily with one hand or the other

E. Preventive Care

An effective medical management program for musculoskeletal disorders (MSDs) is essential to ensure early identification, evaluation and treatment of signs and symptoms of MSDs to prevent their recurrence and to aid in their prevention.

Local Medical Service personnel may participate as team members of the Ergonomic Team. They will:

- Provide early medical evaluation and referral, treatment and rehabilitation for MSDs.
- With Safety and Health Department oversight, conduct periodic, systematic walk-throughs of the facility to remain knowledgeable of operations and work practices to maintain close contact with associates, as well as to identify risk factors for MSDs as part of the Ergonomics Team.
- Follow established protocols for evaluation, treatment and follow-up of workers for signs and symptoms of MSDs.
- Promote utilization of an onsite ergonomic vendor such as Ergo Plus, local physical therapist or licensed healthcare professional specializing in occupational injuries or illnesses (i.e. site physician or nurse) to address reports of MSD discomfort.

F. Interplant Transfers

- When transferring parts or materials to another Schneider Electric facility, the shipping facility should meet the weight/packaging restrictions of the receiving facility, the goal being 26 lbs or less, assuming an occasional lift.
- An exception would be if lifting equipment were available at both the shipping point and receiving point to allow heavier packaging. Communication between the two plants will be necessary to ascertain the expectations of both the shipping and receiving facilities.

References

Any related policies, standards, laws and regulations, procedures, guidelines and other resources supporting part of developing the policy should be provided here.

History

This section should include the initial release of the policy and contact information, such as the policy owner (typically the department or the position and not an individual's name), for further clarification. If there are changes to the policy and procedures, the date of the revision, updated information and the responsible department should also be provided.

Other essential elements of the ergonomics policy could include information on the annual program review, such as the **risk assessments, engineering and administrative controls implemented**, and the **type and frequency of education and training** imparted to the staff. These details can be part of recordkeeping, tracking and retention, and are also important in the ergonomic policy. Last but not least, the name of the individual and the department that approved the development of the policy should be part of the ergonomics policy as well.

In summary, the policy developed should be clear, concise and easy to understand by various stakeholders. It is also advisable to have workers and other stakeholder representatives present during the policy development process. Finally, the policy should reflect the organization's vision, values and culture, such that the document can empower workers.

References

Ergonomics Process, Washington State Department of Labor and Industries
https://lni.wa.gov/safety-health/preventing-injuries-illnesses/sprains-strains/ergonomics-process

Fresno County, California – Ergonomics Program Template
https://www.co.fresno.ca.us

Giving Your Business the Human Factors (Ergonomics) Edge
https://ergonomics.org.uk/resource/giving-your-business-the-human-factors-edge.html

Healthy and Safe Telework: Technical Brief
https://www.who.int/news/item/02-02-2022-crucial-changes-needed-to-protect-workers-health-while-teleworking

ILO Declaration on Fundamental Principles and Rights at Work
https://www.ilo.org/declaration/lang--en/index.htm

NIOSH Elements of Ergonomics Program,
https://www.cdc.gov/niosh/topics/ergonomics/ergoprimer/default.html

OSH Act of 1970
https://www.osha.gov/laws-regs/oshact/section5-duties

Principles and Guidelines for Human factors /Ergonomics (HFE) Design and Management of Work Systems
https://www.ilo.org/global/topics/safety-and-health-at-work/news/WCMS_826596/lang--en/index.htm

Schneider Electric – Ergonomics Program
https://www.se.com/us/en/

Society for Human Resource Management
https://www.shrm.org/search/pages/default.aspx#topic=Policies+and+Practices

State Compensation Insurance Fund, California – Sample Ergonomics Policy
https://content.statefundca.com//safety/SampleErgoPlan.asp

The US Telework Act
https://www.telework.gov/guidance-legislation/telework-legislation/telework-enhancement-act/

University of Norte Dame Policy Repository
https://policy.nd.edu/

VelocityEHS – Ergonomics Policy Template
https://www.ehs.com/about-us/

VelocityEHS – Ergonomics Process Guidance Template – Manufacturing
https://www.ehs.com/about-us/

WHO healthy workplace framework and model
https://www.who.int/publications/i/item/who-healthy-workplace-framework-and-model

Subject:	**Policy Number:**	
Department:	☐ **New** ☐ **Revised** ☐ **Reviewed**	**Date:**
	Policy Owner:	
Approved By:	**Implementation Date:**	

Purpose:

Scope:

Definitions:

Responsible Staff:

Procedures:

References:

History:

Approved By: