



Ergonomics Program

SCOPE

In an effort to reduce discomfort that 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, Heaps + Stacks has adopted this ergonomics program to minimize RMI's through (a) worksite evaluations, (b) adoption of control measures and (c) training of employees.

DEFINITIONS

For purposes of this ergonomics program the following definitions apply:

1. 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 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).
2. 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.
3. Identical Work Activity means the employees were performing the same repetitive motion tasks, such as, but not limited to, word processing, assembly, or loading.
4. Licensed Physician is a person with an M.D. or D.O. degree licensed and diagnosing within the scope of his or her practice.
5. 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.
6. Predominant cause means that 50% or more of the injury was caused by a repetitive job, process or operation of identical work activity.



RESPONSIBILITIES

A. Director; Keziah Wildsmith

1. Ensures that the requirements of this program are implemented throughout Heaps + Stacks;
2. Authorise budgeting and expenditure of necessary resources to implement and administer the program; and
3. Provide corrective action as may be deemed necessary or practical to modify or replace equipment, machinery, and tools which are found to create RMI's.

B. Managers

1. Investigate alleged injuries that may lead to RMI's and ensure that 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;
2. Familiarize employees within their authority of this program;
3. Attend ergonomics training through Risk Management to recognise and minimise ergonomic risk factors;
4. Ensure that affected employees attend ergonomics training;
5. Conduct or participate in ergonomic worksite evaluations; and
6. Assist in the implementation of the control measures.
7. Ensure that ergonomic training is available for all employees;
8. Assist departments in evaluating work-related RMI exposures and conduct assessments for physician requested evaluations;
9. Monitor the effectiveness of this program and update it as necessary; and
10. Serve as a resource to departments on ergonomic issues.
11. Conduct ergonomic evaluations upon request from an employee, supervisor or coordinate evaluations with qualified persons within the department;
12. Submit completed ergonomic evaluation reports to Risk Management upon
13. Completion of evaluations;
14. Make appropriate recommendations for control measures for RMI's; and



15. Advise and coordinate with Director the administration of any ergonomic assessments requested by a physician.

E. Employees

1. Report signs and symptoms of RMI's and perceived work-related ergonomic hazards to the managers;
2. Follow appropriate instructions and safe practices;
3. Organize the work environment to minimize frequent repetitive motions which could lead to injuries. Examples of motions to minimize are reaching, twisting, and bending;
4. Use appropriate tools, equipment, parts and materials in the manner established by the Manager, or Director;
5. Report damaged, malfunctioning tools, equipment or materials to the manager in a timely fashion. This shall be accomplished by using the Employee Hazard Report; and
6. Attend ergonomics training as required and apply the knowledge and skills acquired to actual job tasks, processes or work activities;

PROGRAM ELEMENTS

A. Worksite Evaluations

The Director conducts worksite ergonomic evaluations when any of the following conditions occurs or is present:

1. When new workstations are set up which have not been previously evaluated for potential hazards;
2. If, after training and consulting the Ergonomic Handbook, the employee has attempted to correct deficiencies with their workstation or process without success. The Manager or other qualified individual within the department will evaluate the employee's workstation(s);
3. When a workstation/worksite evaluation is recommended as the result of an accident investigation. This shall be reflected on the Managers Investigation Report; and
4. When there is more than one RMI reported where those RMI's were predominantly caused (i.e. 50% or more) by a repetitive job, process, or



operation and the employees incurring the RMI's were performing a job, process, or operation of identical work activity. These RMI's shall be objectively diagnosed by a licensed physician. The department's Cal OSHA 300 Logs shall be the mechanism used to determine this.

B. Ergonomic Evaluations Requested by Physicians

When an employee receives a written request from their physician to have an ergonomic evaluation completed, Director shall be notified as soon as possible. Director will arrange to meet with the employee and complete an assessment of the employee's work areas. Upon completion of the assessment, Director will follow up with the Manager of the employee with recommendations for any necessary improvements to the workstation. Any equipment that may be required as a result of an ergonomic evaluation shall be paid for by the department.

Requests for unusual pieces of equipment should be reviewed by the Director and Manager. As part of this review a follow up worksite evaluation may be necessary.

C. Ergonomic Checklist

The Ergonomic Checklist is a valuable tool to assist the evaluator in gaining the appropriate information about the tasks that employees perform and the workstations in which they work. The information obtained on the checklist also assists physicians in gaining an understanding of the work environment where their patients work.

1. All ergonomic evaluations shall be recorded on the Ergonomic Checklist
2. Completed checklist shall be submitted to Director within 5 days of completion.
3. Evaluations completed for workers' compensation claims may be sent to the A Third Party Administrator or the employee's physician.

D. Control of Exposures Which Have Caused RMI's.

1. It is the Managers responsibility to timely correct exposures that may cause or have caused RMI's. If it is not possible to fully correct the exposure it is the Directors responsibility to minimise the exposure to



the extent feasible.

2. It is the managers responsibility to consider the following engineering and administrative controls in determining how to correct or minimize exposures:

Engineering Controls

workstation redesign

adjustable fixtures

tool redesign

Administrative Controls

job rotation

work pacing

alternative work breaks

The manager may also consider other reasonable, cost effective engineering or administrative controls.

F. Training

1. Employees are provided with training that includes an explanation of:

- a. The ergonomics program.
- b. Exposures which have been associated with RMI's.
- c. The symptoms and consequences of injuries caused by repetitive motion.
- d. The importance of reporting symptoms and injuries to the employer.
- e. The methods used by the employer to minimize RMI's.

2. Training is provided to employees as follows:

- a. Initial training is provided as part of the establishment of the ergonomics program;
- b. Upon completion of a work site evaluation which identifies exposures which may cause or may have caused RMI's;
- c. To all new potentially exposed employees;
- d. To all potentially exposed employees given new job assignments for which training has not previously



training is

- e. been received; and
In addition, general ergonomics awareness provided to all employees every three years.

G. Recordkeeping and Tracking

1. Heaps + Stacks shall maintain copies of ergonomic evaluation reports for a minimum of three years.
2. Heaps + Stacks will keep copies of all ergonomic evaluation reports completed for a minimum of three years.
3. Heaps + Stacks will maintain training records for ergonomics training that is completed within the unit.