



Ergonomic Safety and Training Program

This sample program was developed to assist Republic Indemnity policyholders provide workplace protection for their employees and to reduce losses resulting from accidents and injuries. Remember, this is only a guide. Your business is unique and therefore you must chart your own course to ensure compliance with applicable laws and regulations. The material in this publication is based on principles and techniques developed by occupational safety and health professionals. It should not be considered exhaustive of all measures and controls that can be implemented by management to address all potential loss or injury producing causes. It is intended to provide guidance, rather than prescribe requirements and is not intended as a legal interpretation of any state standard, every county or city therein. This sample program must be maintained in order to be effective and may need additional elements to address specific hazards in your work environment. The effectiveness of any loss prevention program should be periodically reassessed against actual loss experience and updated as needed to address new or developing hazards in your work environment.

We strongly encourage that your company customize this sample program by reviewing each section and making appropriate entries or modifications to the program to address your particular business operations and hazard exposures. Most sections of this document can be modified as necessary. Prompts have been included throughout the document where it is advisable to enter your company name and the name(s) of designated responsible personnel. Some forms have protected content and cannot be modified. Forms are designed to be printed for later use.

We hope that you will find this safety program material useful in helping to maintain a safe worker environment.

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Management Policy Statement

Safety Policy

Worker injury prevention is the goal of our corporate safety policy. The management of Company name: _____ considers it necessary to establish and maintain a Computer Ergonomic Safety and Training Program.

This program has been adopted to minimize Repetition Motion Injuries (RMIs) when working at computer workstations. _____ has designated Name and Title: _____ as Program Administrator for our Ergonomic Safety Program.

Responsibility

Our company believes it is the responsibility of management and every employee to maintain the safe conditions and equipment at all times. Each employee will be expected to demonstrate an attitude that reflects this policy and promotes safe work habits.

Computer Ergonomic Safety and Training Program

Definitions:

1. REPETITIVE MOTION INJURIES (RMI) are objectively identified and diagnosed musculoskeletal injuries predominantly resulting from a job, process, or operation of identical work activity. A licensed physician must perform the identification and diagnosis of a RMI.
2. RISK FACTORS are work conditions or physical requirements associated with a task that tend to increase exposure and likelihood of sustaining a RMI. The most significant risk factors associated with RMI injuries include: task duration, repetition, posture, force required, environment conditions, and vibration.
2. IDENTICAL WORK ACTIVITY means the employees are performing the same repetitive tasks, such as, but not limited to, word processing, data input, graphic design, website design, video game design, and software development.
3. LICENSED PHYSICIAN is a person with an M. D. degree, licensed and diagnosing within the scope of his or her practice.
4. POTENTIALLY EXPOSED EMPLOYEE is an employee working at a job, process, or operation of identical work activity in which more than one RMI has been reported within a 12-month period.
5. PREDOMINANT CAUSE means that 50% or more of the injury was caused by a repetitive job, process or operation of identical work activity.
6. ENGINEERING CONTROLS involves reducing or eliminating exposure by replacing, modifying or adjusting equipment to achieve optimal posture and comfort for the worker.
7. ADMINISTRATIVE CONTROLS are measures that can be taken by management that effectively limit the total exposure that an employee experiences during a work period. Such measures may include job rotation, frequent breaks, exercises, and variable tasks.

Work Place Evaluations:

1. Evaluations of work procedures will be performed where particular tasks have resulted in the occurrence of more than one Repetitive Motion Injury. A number of the applicable jobs, processes or operations that are deemed to represent "Identical Work Activity" will be evaluated. The purpose of these evaluations is to identify potential RMI exposures and how to control or limit such exposures. Particular attention will be given to adjustments that may be needed to:
 - Chairs and/or desks
 - Work station equipment layout
 - Employee posture and motion
 - Work pace or workflow
2. A list of all jobs, processes or operations that have been evaluated will be maintained. The evaluation

records can be reviewed at the following location:_____.

3. Potentially exposed employees will be informed of the potential exposures and trained in the control measures.

Control of Exposures

In addressing possible exposure to RMIs, _____ will utilize a combination of engineering and administrative controls to correct or minimize exposures. Such controls may include, but are not limited to the following:

Engineering controls:

Workstation redesign and/or adjustment
Alternative equipment or furniture

Administrative controls:

Job rotation
Work pacing
Alternative work breaks
Scheduled exercise breaks

Training:

An important element in our plan to address RMI exposure is to provide training to our employees, including our managers and supervisors. Training will include an explanation of the following:

1. The Ergonomic Program;
2. The risk factors of duration, repetition, posture, force, environment, and vibration;
3. Exposures in the workplace that have been associated with RMIs;
4. The symptoms and consequences of injuries caused by repetitive motion;
5. The importance of reporting symptoms and injuries;
6. Ways to minimize RMIs.

Timing and Frequency of Training

General ergonomic awareness training is provided to all employees upon being hired. Training is provided to potentially exposed employees as follows:

1. As part of the establishment of the ergonomics program;
2. To all new potentially exposed employees upon completion of a worksite evaluation, that identifies exposures that may have caused RMIs;
3. To employees given new job assignments for which training has not previously been given;
4. Annually for potentially exposed employees.

Training Log

Ergonomic training was provided on this date: _____. Training included:

- a discussion of our program
- Risk Factors associated with RMI
- exposures associated with our RMIs
- symptoms and consequences of repetitive motion injuries
- the importance of reporting these injuries
- methods we use to minimize our RMIs.

PRINT NAME OF TRAINER: _____

SIGNATURE OF TRAINER: _____

PRINT NAMES OF ATTENDEES

SIGNATURES OF ATTENDEES
