

Ergonomics Policy



1. PURPOSE

In pursuit of its commitment to maintain a safe and healthy workplace for all employees and in recognition of the fact that preventing musculoskeletal injuries (MSIs) and other ergonomics-related injuries is of critical importance to delivering on that commitment, [*insert name of company*] (the “Company”) has adopted this Policy to promote and protect employee health through ergonomically-sound practices.

2. DEFINITIONS

For purposes of this Policy:

- **Ergonomics** means a discipline concerned with understanding the basic physical and psychological attributes of people as they relate to the things people use, such as tools and machines, and ensure that work tasks are designed to fit the worker and not the other way around.
- **Repetitive tasks** means activities that involve sustained or repetitive musculoskeletal exertion with no opportunity for rest or recovery, such as chopping by hand various food items, working with tools in a twisting motion, bending, lifting and data entry work.
- **Work station** refers to furniture, electronic and other tools, lighting and other environmental features.

3. MANAGEMENT COMMITMENT

The Company management will provide appropriate budgetary and other resources necessary to support ergonomics training and improvement to ensure that such efforts are continuous and kept current with dynamic working conditions and environments as well as the finding of new research.

4. SUPERVISORS TO CONSIDER ERGONOMICS

Supervisors shall, immediately after hiring a new employee or making significant changes in assigned responsibilities of a current employee, determine the adequacy of the employee's familiarity with ergonomics principles and practices applicable to the new job responsibilities and locale. When needed, ergonomics training should be provided.

5. ERGONOMICS TRAINING

Employees receiving ergonomics training will be encouraged to consider the applicability of training content to activities undertaken outside the workplace. When employees are provided unfamiliar or significantly changed tools, equipment or work stations, the training in the use of the tool, equipment or work station will routinely address ergonomics issues.

6. TOOLS & EQUIPMENT

The Company will, in consultation and with the participation of affected employees and the JHSC, consider the ergonomic features of equipment, tools and work stations when making purchasing, construction, renovation or other decisions.

7. WORK STATION DESIGN

All departments will incorporate ergonomics principles into work site construction or renovation planning. Department heads are responsible for individual work stations. Each job site will provide an appropriate fit between the employee, the technology and the working environment. Employees will be empowered to share in the responsibility for the safety of their workplace with their supervisor or appropriate others.

8. JOB DESIGN

Supervisors are responsible for ensuring appropriate work practices. When considering an employee's regular job assignment, both pace of work and job flow will be reviewed to avoid excessively repetitive work for any one employee and his/her specific position.

9. MEDICAL MANAGEMENT

Employees suffering from job-related MSIs will have access to medical treatment and rehabilitative processes through [*insert information, such as workers' compensation board*]. In such cases, the Company will provide ergonomics accommodations or improvements as required. However, work station modifications and equipment cost decisions are line responsibilities, both financially and administratively.