

Subject: **ERGONOMICS POLICY**  
Effective: <Date>

## **I. POLICY**

The Department of <insert agency> will follow a program of proactive identification and reduction of risk factors that can increase the probability of Musculoskeletal Disorders (MSD's) of its employees. The Department will also take steps to help resolve employees MSD's resulting from their work in the Department. The Department acknowledges that ongoing education and training is a necessary component of this program.

The <insert name or division> will provide guidance to each of the Department's Divisions on implementing this program. This will include data collection methods, job analysis, hazard reduction and control measures, medical management, training, and record keeping.

An employee's supervisor or manager is responsible for seeing that the employee is educated on the risks of MSD's and the need to follow related policies, procedures, and work rules. The employee will be provided appropriate training and equipment to reduce exposure to risks. The employee is responsible for following safe work procedures, and for using equipment properly. The Departments <safety professional or appointed person> will work with individual employees and management to facilitate the effective implementation of this program.

## **II. COMMISSIONER'S STATEMENT**

I fully support this policy with the goal of providing the Department of <insert agency> employees with a safe, functional and effective work environment.

## **III. SCOPE**

This policy applies to all employees.

## **IV. RESPONSIBILITIES**

### **A. Managers & Supervisors**

1. Establish and demonstrate accountability to provide a safe, functional and effective work environment.
2. Provide new employees with an orientation to their job including job specific training on proper safety policies, procedures, work practices, and use of personal protective equipment (PPE), job related risk factors and signs and symptoms of MSD's.
3. Effectively communicate to employees that MSD's are to be reported to their supervisors and encourage early reporting with no fear of retribution.

4. Work jointly with the employees and <safety professional or appointed person> to collect data, analyze job tasks, identify risk factors for MSD's, implement controls, and create work practices to ensure a safe, functional and effective work environment, and reduce the potential for MSD's.
5. Work with the <safety professional or appointed person> to provide effective education and training on the prevention of MSD's and the creation of a functional and effective work environment. All training and educational efforts should include; the Departments ergonomics policy and procedure and the employee's role in it; signs and symptoms of MSD's and how to report them; risk factors and any MSD hazards in the employees job; the Departments plan and timetable for addressing identified MSD hazards; and the employees role in evaluating controls and their effectiveness.

## **B. Employees**

1. Demonstrate accountability by following safe work practices.
2. Work with management and <safety professional or appointed person> to actively participate in the development, implementation, and evaluation of risk factors and control measures.
3. Promptly report workplace hazards and MSD's to their supervisor.

## **C. Safety Professional (or appointed person)**

1. Work with individual employees and management to collect data, analyze job tasks, identify risk factors for MSD's, implement controls, and create work practices to ensure a safe, functional and effective work environment, and reduce the potential for MSD's
2. Facilitate education and training on the prevention of MSD's and the creation of a functional and effective work environment.
3. Facilitate and encourage ongoing program evaluation through data review survey's and walkthroughs.
4. Serve as a resource for additional information.

**For specific information please refer to the Minnesota Department of Employee Relations Ergonomics Guideline 2001.**