

Approved By:	Chief Operations Officer	Adopted Date:	04/03/02
Distribution:	All ODCHC Staff	Revision Date(s):	03/13

PURPOSE:

The purpose of this policy is to ensure that ODCHC employees are fully informed about potential Ergonomic workplace hazards and the steps that can be taken to prevent Musculo-Skeletal Disorders (sometimes called MSDs) in the workplace.

POLICY:

1. It is the policy of ODCHC to comply with the OSHA Ergonomics Program Standard by adopting the currently published Ergonomics Program Policy approved by OSHA. A complete copy of the current Ergonomics Program Policy is included here as an attachment.
2. Ergonomic Program Standards are considered part of a larger program to prevent employee injury and illness. Refer to OPS.503 for the complete Illness and Injury Prevention policy.
3. The Operations Director assumes general responsibility for implementation of this policy. Specific responsibilities are delegated as follows:
 - Human Resources: Basic ergonomics information and workstation checklists will be routinely included in new employee orientation packets and in annual employment assessments. Checklists and assessments will be forwarded to the Risk Manager for follow-up as appropriate.
 - Supervisors: Workstation checklists will be reviewed with new employees, completed and returned to Human Resources. Workplace hazards, including ergonomic issues, will be reviewed during annual employee assessments. Identified ergonomic problems that cannot be resolved by the supervisor or Site Administrator will be reported to the Risk Manager.
 - Risk Manager: Ergonomic assessments and workstation modification will be made as appropriate. Significant modification needs will be approved by the Operations Officer and coordinated with the Facilities Manager.

Attachments:

Ergonomics Program Standard, April 2001

Additional References:

OPS.503 Illness and Injury Prevention

Approved:



Cheyenne Spetzler
Chief Operations Officer