

NAES STANDARD OPERATING PROCEDURE

Public Safety Department (OSH Division)

Document No: SOP023-10	Revision NO:	Prepared By: Tom Skirzynski	Approved By: Stephen Rudowski
File Name: Ergonomics		Effective Date: 06/2000	No of Pages: 1

1.0 PURPOSE

The purpose of Ergonomic Training is to promote discussion of issues, improve communication and create an atmosphere of innovation and problem solving. Through the use of interactive classroom lectures and demonstrations the workers learn how to use knowledge of ergonomics and musculoskeletal safety to improve their comfort, safety and work performance.

2.0 APPLICATION

All Personnel

3.0 REFERENCES

OPNAVINST 5100.23E
29CFR1910.900

4.0 PROCEDURES

1. Ergonomic Assistance for a workstation analysis and Ergonomic Training can be requested by contacting the Safety office at ext. 2525 or by contacting Tom Skirzynski at ext. 1252.
2. Training should focus on modifying employee behavior and trying to change everyday habits. Training should include:
 - a. General Ergonomics
 - Ergonomics definition and concepts:
 - Musculoskeletal Disorder (WMSD) and Over Exertion Injury:
 - Cumulative Trauma Disorders (CTDs):
 - Carpal Tunnel Syndrome (CTS):
 - Understand how the structures of the musculoskeletal system work and how they are affected by repeated trauma
 - Recognize the “Early Warning Signs” for ergonomic related injuries
 - Recognize “Ergonomic Risk Factors”
 - Recognize safe and unsafe ergonomic behaviors
 - Use improved body mechanics, office work practices and lifting techniques to make their work safer
 - Understand how to perform movements and exercise that can control fatigue and reduce injuries in the workplace
 - Realize the importance of personnel fitness in preventing WMSD’s
 - Recommend common sense modifications & adjustments to their workstations
 - Use ergonomic principle at work and at home to improve their quality of life
 - The importance of early reporting
 - b. Back Injury Prevention
 - Common back injuries
 - Bad body mechanics such as continued bending at the waist, continued lifting below the knuckles or above the shoulders, or twisting at the waist while lifting
 - Proper lifting techniques