

CHAPTER 23

ERGONOMICS PROGRAM

1. Purpose. This chapter establishes requirements and procedures to guide personnel to effectively minimize and control cumulative trauma disorders (CTD), including back injury prevention (BIP).

2. Action. Aggressive and coordinated management and employee action is necessary for the prevention of (CTD) and for this reason the Naval Air Engineering Station Commanding Officer places primary responsibility for this program effectiveness with management and first line supervisors. Management shall insure that effected employees are included in a team effort to accomplish this mission.

3. Responsibilities.

a. Local Medical Occupational Health Branch Clinic Officer in Charge. Shall provide support for this program as follows:

(1) Provide medical protocols and programs for evaluating and treating occupational (CTD).

(2) Assist Safety Officer, Management and Compensation Manager to develop physical examinations for the following considerations:

(a) Preplacement examinations and training for high risk occupations.

(b) Periodic physical evaluations for high risk personnel.

(c) Medical evaluations and rehabilitation treatment for injured personnel.

(d) Define injured personnel physical capacities for their light duty early return to work.

(e) Coordinate with Safety Officer to develop management and employee training programs for the prevention and reduction of (CTD).

b. Human Resources Department Compensation Officer. Shall support this program on the following issues:

(1) Coordinate with medical personnel, Safety Officer and management for implementing a light duty, return to work program for injured personnel.

(2) Maintain records for medical and compensation injury costs.

c. Management. Shall actively support this program on the following areas.

(1) In coordination with Safety Officer establish ergonomic teams comprised of employees, supervisors and/or employee representatives.

(2) Insure that personnel attend available training for the (CTD) recognition and hazard control.

(3) Assign ergonomic teams to survey high risk operations and to generate recommendations that will effectively reduce and/or eliminate (CTD) concerns.

d. Occupational Safety and Health Officer (OSH). Is the ergonomics program manager responsible to insure program compliance with reference (a). In addition implements the following actions:

(1) Establish a separate funding within the safety office budget for the support of this ergonomic program, in the following areas:

(a) Provide ergonomics training for management and employees on (CTD) hazard recognition and control.

(b) Provide ergonomic engineering/technical training for safety personnel and engineers that are involved in facilities design, equipment installation, work process application and selection/ use of hand tools.

(c) In coordination with medical personnel, purchase and issue ergonomic equipment to injured employees.

(d) Administers contract services for specialized ergonomic surveys and or training.

(2) Maintains and analyze mishap data to identify injury trends, high risk operations/occupations.

(3) Develops mishap prevention action plans and assists management in their implementation.

(4) Review facilities designs, equipment/tools purchasing, work process's and operations.

(5) Assist management to develop and apply administrative controls for the prevention of (CTD) as outlined in reference (a).

(6) Insures management and employees are familiar with the attached local operating procedures for ergonomic services.