

NAES STANDARD OPERATING PROCEDURE

Public Safety Department (OSH Division)

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1.0 PURPOSE

The purpose of this SOP is to develop a systematic method to control work-related injuries and illness and prevent future occurrences in High Risk Cumulative Trauma Disorders (CTD) and Musculoskeletal Disorder (MSD) Jobs. Analysis tools used in this process will allow personnel to identify “high risk” jobs, determine the risk associated with those jobs and initiate training and problem-solving efforts as appropriate.

2.0 APPLICATION

All Personnel working in High Risk CTD and MSD Jobs

3.0 REFERENCES

29CFR1910.900
OPNAVINST 5100.23E

4.0 PROCEDURES

The process consists of four basic steps.

1. **MEDICAL/MISHAP/IH SURVEY RECORD REVIEW** - The purpose of the medical/mishap/IH Survey records review is to allow personnel to recognize injury/illness “trends” in high-risk positions at NAES. The review will help determine a detailed summary of past and present reported injuries, MSD signs, symptoms, and hazards for controlling them.
2. **ERGONOMICS ANALYSIS WORKSHEET** - The Ergonomics Analysis Worksheet is used to identify the presence of ergonomic “risk factors”, unsafe behaviors, and unsafe conditions that may contribute to injuries. It is a “proactive” means of problem identification, which will allow personnel to prioritize implementation of ergonomic changes.
3. **JOB HAZARD ANALYSIS AND CONTROL** - Analyze jobs where MSD’s or hazards have been reported. Talk to employees in those jobs and observe the work involved. Determine solutions and controls, including design changes, equipment purchases, new processes and facilities, and administrative and work practices.
4. **TRAINING** - Training will be provided to employees who are working in high risk jobs with MSD’s, their supervisors, and other members of management. 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

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

5. PROGRAM EVALUATION

Safety will evaluate the ergonomic program to make sure it is effective. Safety will ask employees what they think of it, check to see if hazards are being addressed, and make any necessary changes.