

Ergonomics Program

ERGONOMICS PROGRAM

SCOPE

The scope of this program is to identify and correct any ergonomic risk factors for the employees of Gordon H. Baver, Inc.. This program applies to all departments and operations.

GOAL

The goal is to prevent the occurrence of work-related musculoskeletal disorders by controlling or eliminating those risk factors which may cause them. This program ensures that all affected employees are made aware of job-related risk factors and will provide them with information and solutions to alleviate them.

RESPONSIBILITIES

MANAGEMENT & SUPERVISORS

The prevention of work-related accidents and injuries resulting from ergonomic exposures is the responsibility of each manager or supervisor. Each manager or supervisor will ensure that all employees within their scope of authority receive information regarding ergonomic risk factors and will receive the appropriate training to reduce or eliminate these risks. All managers and supervisors will be held accountable for the enforcement of this program.

ALL EMPLOYEES

It is the duty of each and every employee to report any concerns regarding ergonomics to their supervisor or manager. Any affected employee must comply with the required training.

JOB HAZARD IDENTIFICATION

There are a number of methods that can be utilized to identify potential ergonomic risk factors that are likely to result in a disorder. Each job will be evaluated for the following risk factors:

- **Repetition:** This includes performance of the same motion or patterns of motions every few seconds, lasting more than two hours at a time.
- **Posture:** Fixed or awkward postures, including overhead work, twisted or bent lumbar, bent wrist, stooping, or squatting, which lasts for more than two hours.
- **Vibration:** The use of any tools or equipment that vibrates or is used for impact, which lasts for more than two hours.
- **Lifting:** The manual lifting, carrying, or lowering of anything that weighs more than 25lbs (11.34 kg) more than once during a single work shift.
- **Push/Pull:** The continuous motion of pushing or pulling objects.
- **Stationary Work:** Includes piece rate or machine paced work for more than four hours at a time (legally required breaks cannot be included when totaling the four hour limit).

CONTROL MEASURES

ENGINEERING CONTROLS

Engineering Controls are the preferred method for controlling work-related musculoskeletal disorders (WMSD). These controls are designed to make physical changes to jobs in order to control WMSD hazards and may include changing, modifying, or re-designing workstations, tools, facilities, equipment, materials, or processes.

ADMINISTRATIVE CONTROLS

Administrative Controls are those procedures developed and implemented by Gordon H. Baver, Inc. that are designed to significantly reduce the exposure to WMSD hazards, by changing the way work is performed. These controls may include employee rotation, job sharing, adjusting the pace of work, providing additional rest breaks, and training.

OFFICE SETTINGS

The following procedures should be followed in setting up or adjusting your workstation:

- Adjust your computer screen in order to minimize glare.
- Eyes should be looking downward at the computer screen without bending the neck.
- The head should be upright and over the shoulders.
- The computer screen should be positioned 20 – 25” away from the operator.
- The table height should be approximately at elbow height.
- The keyboard should be located so the operator can type comfortably, while keeping the elbows bent at a 90° angle and his/her wrists in a neutral (straight) posture.
- The backrest should support the natural curve of the lower back.
- Thighs should be horizontal with a 90°-110° angle at the hip.
- The operator’s feet should be supported and flat on the floor. If this cannot be accomplished, use a footrest to fully support the feet.
- Ensure the seat has five legs with adequate lumbar support.



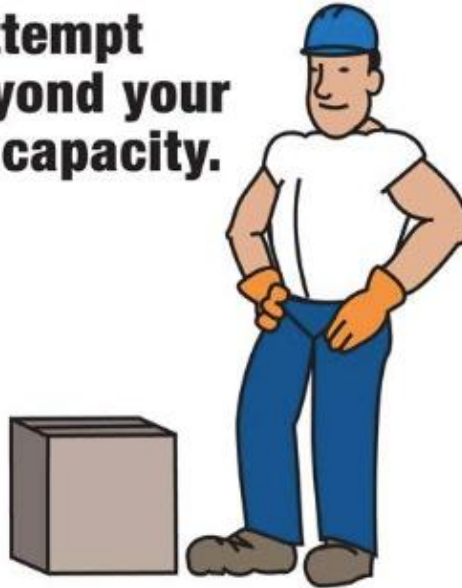
PROPER LIFTING TECHNIQUES

Before attempting a lift, ask yourself if there is a mechanical lifting device (forklift, pallet jack, hand truck, etc.) that can be used. If the use of a mechanical lifting aid is not possible, Gordon H. Bayer, Inc. employees are instructed to utilize the following proper lifting techniques:

- Utilize a team approach for heavier objects. Do not attempt to lift anything by yourself that is >50 lbs.
- Maintain a wide-base stance. Keep your feet shoulder-width apart, with one foot just slightly ahead of the other.
- Squat down, bending at the hips and knees only.
- Maintain good posture. Look straight ahead, keep your back straight, chest out, and shoulders back.
- Lift slowly by straightening your hips and knees (not your back). Do NOT twist as you lift!
- Hold the load as close to your body as possible, at the level of your belly button. Do not carry any objects that are blocking your line of vision.
- Use your feet to change direction. Do NOT twist your body. Take small steps.
- Lead with your hips as you change direction and keep your shoulders in line with your hips as you move.
- Set the load down carefully by squatting with the knees and hips only.

SAFE LIFTING TECHNIQUES

Do not attempt to lift beyond your strength capacity.



Stand close to object with feet spread shoulder width apart and one foot slightly in front of the other for balance.



Squat down, bending at the knees (not the waist). Tuck your chin and keep your back as straight as possible.



Get a firm grasp on the object before beginning the lift.



Lift with your LEGS by straightening them.



After lifting, keep the package as close to the body as possible.

EMPLOYEE TRAINING

Gordon H. Baver, Inc. will provide training to all affected employees who are exposed to ergonomic risks. Training will consist of the following components:

- How to recognize risk factors associated with musculoskeletal disorders and ways to reduce exposure.
- How to recognize signs and symptoms of work-related musculoskeletal disorders.
- The importance of early reporting and medical management.
- How to report WMSD signs, symptoms, and hazards.
- Gordon H. Baver, Inc's Ergonomics Program, including roles and responsibilities.
- How to practice the proper use of any implemented control measures.
- Gordon H. Baver, Inc's Ergonomic Program and their role in it.

Training will be provided for all affected employees when they are initially assigned to jobs that have been identified as having ergonomic risk factors, whenever new control measures are implemented that affect their jobs, whenever there are changes to processes or the work environment that may affect or change ergonomic risk factors, or periodically as needed or required by management.

ENFORCEMENT

Awareness and adherence to this program, and compliance with all safety rules, are considered conditions of employment. Failure to adhere to the procedures outlined in this program may lead to disciplinary warnings, up to and including termination.

MEDICAL MANAGEMENT

When an employee reports signs or symptoms of a WMSD, the supervisor or manager, in conjunction with the Safety Chair, will determine whether medical management is necessary. Medical management, including work restrictions, will be provided at no cost to the employees.

RECORD RETENTION REQUIREMENTS

Employee reports and responses will be retained for a period of three (3) years. Results of job hazard analysis and evaluations of the program and controls will be retained for a period of three (3) years or until replaced by updated records. Any medical management records will be retained for the duration of the injured employee's employment plus three (3) years.

PROGRAM EVALUATION PROCESS

The effectiveness of this program will be evaluated periodically by the Safety Committee. The following procedures will be used to determine the effectiveness:

- Ensuring all elements of the Ergonomics Program are functioning as intended.
- The effectiveness of all implemented controls.

