

OFFICE ERGONOMICS PLAN

SCOPE: This Office Ergonomics Plan covers all employees who work in the office.

POLICY: [Company Name] will prevent injuries to all employees and ensure their safety at work. All computer workstations will be evaluated and adjusted to ensure that employees maintain the correct posture. All lifting procedures will also be evaluated to ensure that safe practices are followed.

PLAN ADMINISTRATION

Function	Name/Department	Contact Information
Plan Administrator	[name]	Work phone: Cell phone:
Job Hazard Analyst		Work phone: Cell phone:
Supervisor		Work phone: Cell phone:

PLAN ADMINISTRATOR. The Plan Administrator will:

- Implement the MSD prevention program.
- Enforce all safety policies and procedures in the office ergonomics plan.

JOB HAZARD ANALYST. The Job Hazard Analyst will conduct periodic inspections, surveys, and analysis of computer workstations and lifting techniques. The attached **JOB HAZARD ANALYSIS WORKSHEET – ATTACHMENT [NUMBER 1]**, may be used.

SUPERVISORS. Supervisors will:

- Continually conduct safety checks of work operations for MSD and lifting hazards.
- Ensure that employees follow safety procedures and policies in the Plan.

EMPLOYEES. All employees must:

- Follow the procedures of this Plan and the instructions of their supervisor.
- Report any unsafe or hazardous conditions or acts that may cause ergonomic injury to either themselves or any other employees on the **EMPLOYEE REPORT OF HAZARD – ATTACHMENT [NUMBER 2]**.
- Keep working surfaces uncluttered, orderly, free of trip hazards, and free of other hazards that could result in personal injury or injury to others.
- Report MSD symptoms immediately on the **FIRST REPORT OF MUSCULOSKELETAL SYMPTOMS – ATTACHMENT [NUMBER 3]**.

PLAN REVIEW AND UPDATE

This Plan will be reviewed annually by all supervisors and changed or updated as needed to ensure the program's effectiveness.

DEFINITIONS

ERGONOMICS - means the science of fitting the job to the worker.

MSD - means an injury or disorder of the nervous system or soft tissue in fingers, hands, wrists, elbows, shoulders, back, neck, etc., which includes muscles, tendons, ligaments, joints, cartilage, blood vessels, and nerves.

REPETITION - means doing the same motion over and over for long periods of each day. It includes daily and lengthy use of a keyboard or mouse.

FORCE - means constant lifting or pushing and pulling.

AWKWARD POSTURE - means working with the back or neck bent down or twisted or working with the hands above the head. It includes extending arms to type or sitting forward with hunched shoulders.

CONTACT STRESS - means using the hand or knee as a hammer (e.g., contact with a hard surface such as leaning against a counter or continually pounding a stapler with the palm).

CARPAL TUNNEL SYNDROME - means compression of the median nerve, which provides sense of touch for fingers, where it passes through the wrist and into the hand. It is usually the result of repetitive motion such as typing.

TENDINITIS - means tendon inflammation that occurs when a muscle/tendon is repeatedly overused.

TENOSYNOVITIS - means inflammation or injury to the synovial sheath surrounding the tendon. It is usually the result of excessive motion.

THORACIC OUTLET SYNDROME - means compression of nerves and blood vessels as they travel from the neck, under the collar bone, through the armpit, and down into the arm. It is often attributed to repetitive arm extension and slouching.

DE QUERVAIN'S DISEASE - means inflammation of the tendon sheath of the thumb. It is usually caused by forceful gripping or twisting motions of the hands.

TRIGGER FINGER - means the tendon becomes locked in the sheath, and attempts to move the finger cause snapping or jerking motions. It is usually associated with using tools with hard handles.

HAZARD ASSESSMENT

The Job Hazard Analyst will conduct or oversee a job hazard analysis (JHA) of all computer workstations for possible ergonomic hazards. See ATTACHMENT'S [NUMBER 1] - JOB HAZARD ANALYSIS WORKSHEET.

CRITERIA FOR IDENTIFYING SIGNS AND SYMPTOMS OF MSDS

Signs and symptoms of MSDs include pain or swelling in the hands, wrists, fingers, forearms, elbows, and joints. The feeling of the pain varies depending on the MSD and can be described as tightness, stiffness, soreness, burning, tingling, coldness, numbness, or general discomfort. Specific signs and symptoms of MSD-related injuries to specific body parts include:

- Shooting pain or stiffness in back or neck
- Pain, stiffness, or loss of mobility in shoulders
- Shooting or stabbing pains or numbness in arms or legs
- Pain, swelling, stiffness, or soreness in elbow or knee joints
- General pain, swelling, tingling, numbness, coldness, burning sensation, or loss of strength or coordination in hands or wrists.
- Loss of mobility, snapping or jerking movements, loss of strength, loss of feeling sensation, or severe pain in fingers
- Pain at the base of the thumb
- Tingling, numbness, coldness, stiffness, or a burning sensation in feet or toes
- Swelling or inflammation of joints
- Vigorously shaking hands as if trying to get the circulation back.
- Massaging hands, wrists, or arms
- Cradling arms
- Limping
- Walking stiffly

ILLNESS AND INJURY INVESTIGATIONS

All reports of MSDs will be reported and investigated. Investigations will be conducted by [Insert name] or other competent person as soon after a report as possible to identify the cause and means of prevention to eliminate the risk of recurrence.