

## Ergonomics Program

### Scope and Purpose

This document describes the Fermilab Particle Physics Division Ergonomics Program, and specifies the responsibilities and actions required for this program. Our goal is to incorporate ergonomics as part of the work culture to help ensure the safety, health, efficiency, and productivity of each employee. The purpose of this specific program is to encourage prompt and early reporting of potential ergonomic concerns by supervisors and employees and thus avoid problems which affect the health and productivity of our staff.

### Definitions

Ergonomics: the science of designing or modifying work processes and work environments to fit the worker and thus avoid causing or aggravating medical conditions.

### Application

This program applies to all PPD employees whose duties put them at risk for exposure to ergonomic hazards. Ergonomic hazards are those workplace conditions that could pose a bio-mechanical stress to the worker. Hazardous workplace conditions include, but are not limited to: improper workstation design; improper tools; inappropriate work methods; excessive tool, equipment, or vehicle vibration; and job design complications.

The requirements of this guideline do not apply to thermal stresses or noise exposure; these concerns are addressed elsewhere.

### Responsibility

The central coordination of the Ergonomics Program rests with the PPD ES&H Group. They have primary responsibility for performing ergonomic analyses, providing recommendations, conducting follow-ups, and maintaining documentation. The Fermilab Medical Department will be notified when PPD ES&H is made aware of any of the following: 1) an employee who is seeking medical treatment related to an ergonomic issue; 2) an employee who has missed work days or has restricted work tasks due to an ergonomic issue; or 3) an employee whose ergonomic complications persist or cannot be resolved.

Implementation of ergonomic solutions will be the ultimate responsibility of the line organization for which the recommendations are made. For cases in which Medical has made a specific recommendation for ergonomic improvements based on their evaluation of the employee, line management will make its best effort to provide the recommended equipment in a timely fashion. The Equal Opportunity Office should be notified of any changes or improvements to accommodate an employee's physical challenges in the workplace.

### Implementation

The initial assessment of any work-related ergonomic hazards should start with the employee performing the task and the employee's immediate supervisor. Any ergonomic concerns should be reported to the necessary level of authority and expertise in the program to resolve the issue. The correction or prevention of ergonomic hazards will be accomplished through the appropriate use of specific tooling, equipment and engineering and administrative controls. Education about the requirements of the Program will be accomplished in the following ways:

- Management: PPD Department Heads will be made aware of the Ergonomics Program and updates via the PPD Operating Manual. Management will ensure that all line supervisors are familiar with the program and understand their responsibilities.
- Employees: the PPD Ergonomic Awareness training course will be made available to PPD employees. Entry into the program is based on an employee's Individual Training Needs Assessment or a specific medical recommendation.