

# City Employee Ergonomic Training



# Ergonomic Topics

- ◆ What is Ergonomics?
- ◆ What are WMSDs?
- ◆ The Wa. Ergonomic Rule
- ◆ What do I do with a WMSD?
- ◆ What should I expect?

# Ergonomic

Ergon – Nomus

(work) – (natural law)

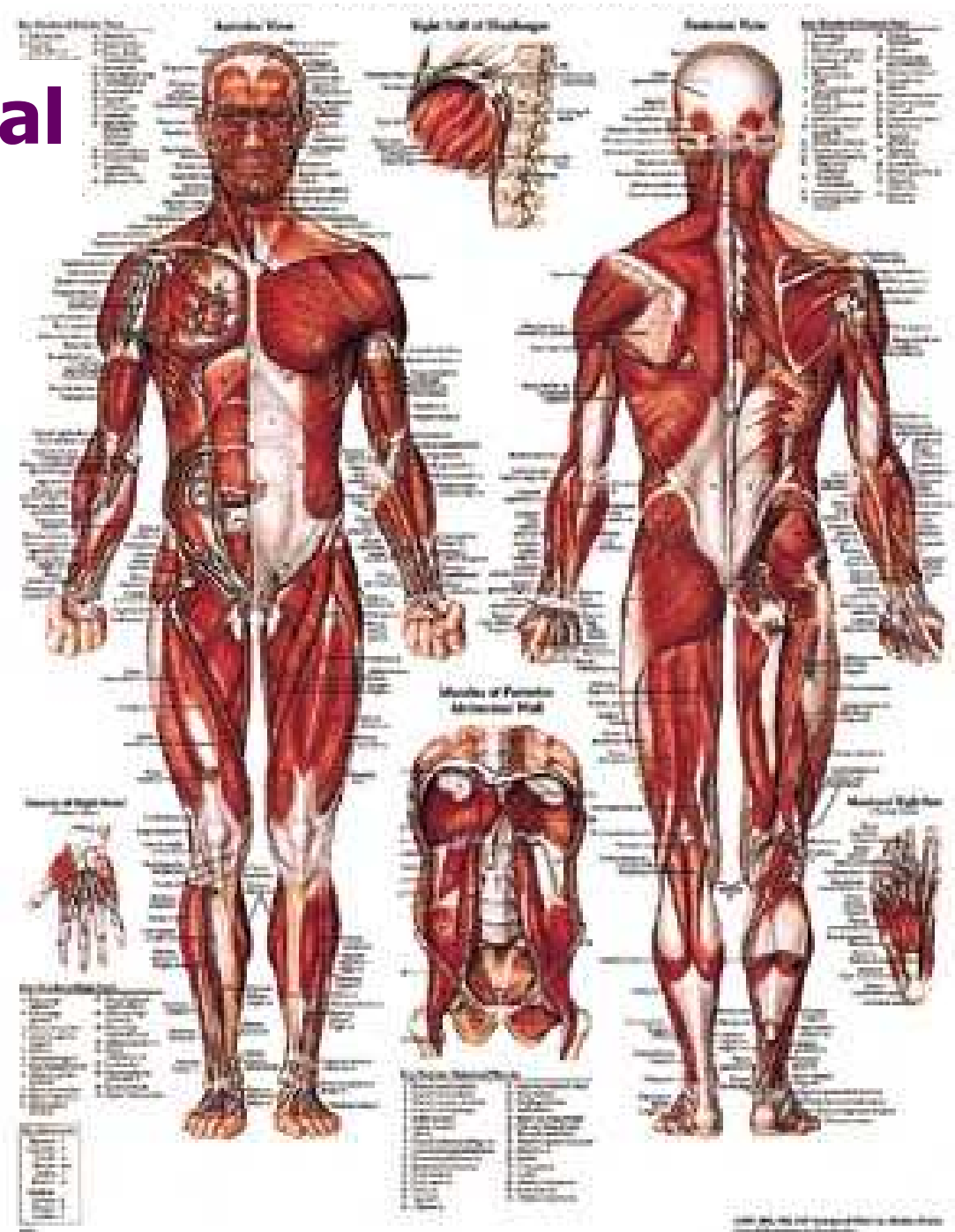
Greek Translation

# Definition of ergonomics

- ◆ Ergonomics is the science and practice of designing jobs and workplaces to match the capabilities and limitations of the human body.
- ◆ Ergonomics means “fitting the job to the worker”

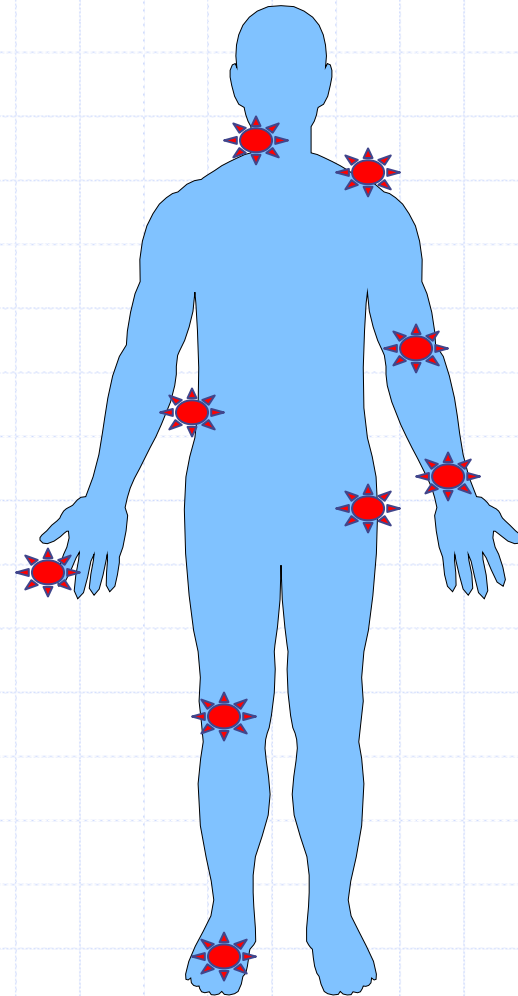
# The Musclo/Skeletal System

- ◆ Muscles
- ◆ Tendons
- ◆ Ligaments
- ◆ Bones
- ◆ Nerves
- ◆ Blood Vessels
- ◆ Disks



# WMSDs Injuries Show Up Everywhere

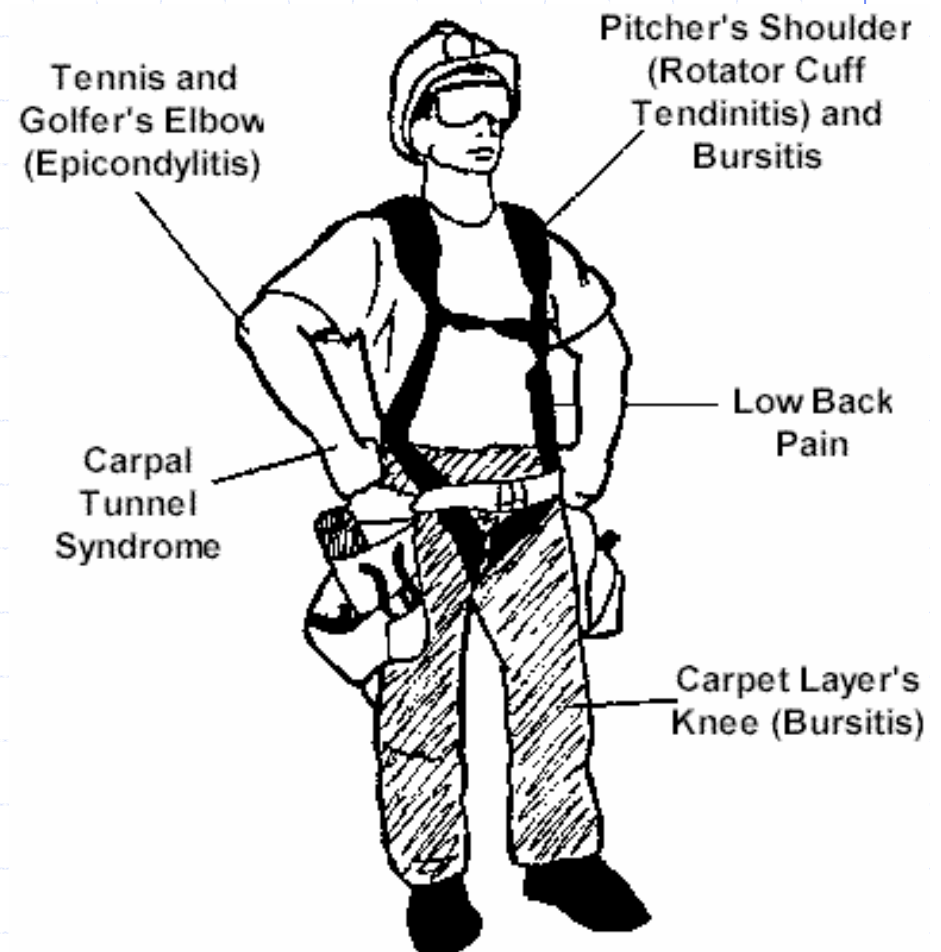
- Hands , wrists, elbows and shoulders
- Back and neck
- Hips, knees and ankles
- Muscle Strains
- Tendonitis
- Bursitis
- Low Back Pain
- Carpal Tunnel
- Reynauds Syndrome



# Specific Risk Factors

- ◆ **Awkward Posture**
- ◆ **High Hand Force**
- ◆ **Highly Repetitive Motion**
- ◆ **Repeated Impact**
- ◆ **Heavy, Frequent or Awkward Lifting**
- ◆ **Moderate to High Hand - Arm Vibration**

It is our goal to help you  
identify causes and symptoms  
and to help you work more  
naturally.





# The New WISHA Ergonomic Rule Gives Us Tools to Accomplish that.



# Ergonomics Rule: Major features



Job Evaluation is an important part of this new rule!





## ***"Caution Zone" Jobs***

- ◆ **Specific Physical Risk Factors are part of the regular and foreseeable work.**
- ◆ **Occur more than 1 day per week**
- ◆ **Occur more frequently than 1 week per year**
- ◆ **Duration is the "actual" exposure time**



## Stop and Cover The Caution Zone Checklist

# Reducing awkward postures

- ◆ Change workstation heights & display heights
- ◆ Tilt or rotate the work
- ◆ Use platforms
- ◆ Bring items within easy reach
- ◆ Pause to stretch

# Reduce grip force

- ◆ Grip with the whole hand, not just the fingertips
- ◆ Pick up smaller loads
- ◆ Use carts or handtrucks instead of carrying
- ◆ Keep tools in good working order
- ◆ Use lighter tools or tool balancers
- ◆ Use two hands
- ◆ Keep your wrists straight

# Reducing repetition

- ◆ Arrange work to avoid unnecessary motions
- ◆ Let power tools and machinery do the work
- ◆ Spread repetitive work out during the day
- ◆ Take stretch pauses
- ◆ Rotate task with co-workers if possible
- ◆ Change hands or motions frequently



# Reducing intensive keying

- ◆ Make sure workstation is set up correctly
- ◆ Spread keyboard work throughout the day
- ◆ Use macros for common functions
- ◆ Take stretch pauses
- ◆ Improve your posture and move around as much as possible

# Alternatives to lifting

- ◆ Use carts, handtrucks, hoists, conveyors or other mechanical assistance
- ◆ Slide objects instead of lifting them
- ◆ Store heavy items where you won't have to bend or reach to lift them
- ◆ Use ladders to get items down from high shelves

# Reducing vibration

- ◆ Use low vibration tools if available
- ◆ Maintain tools
- ◆ Use anti-vibration gloves or tool wraps
- ◆ Keep hands warm

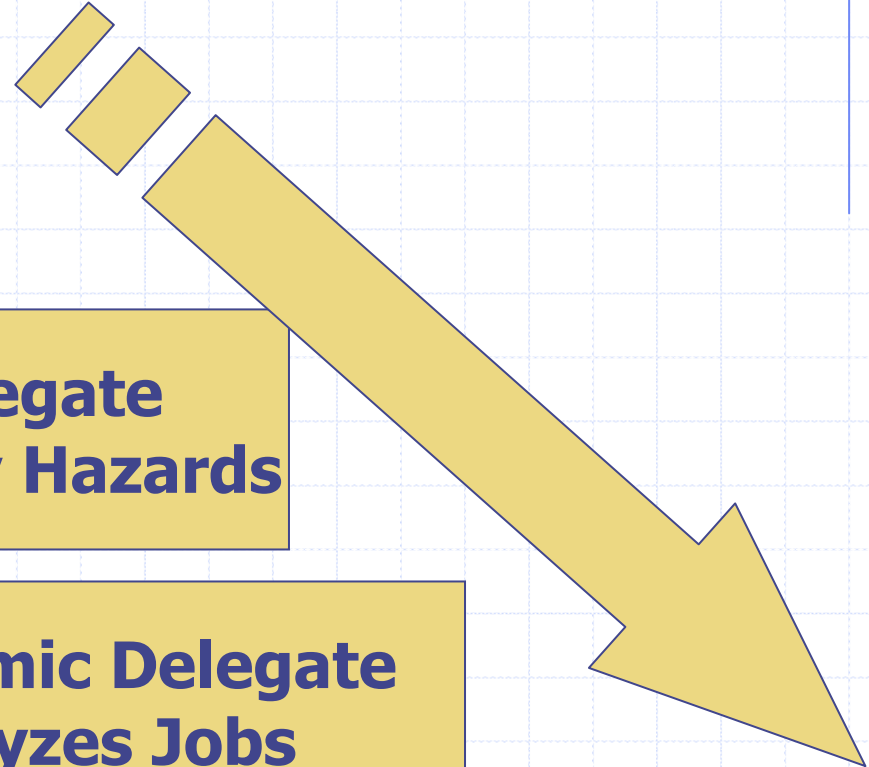
# What Happens Next?

**Employee Evaluates  
Their Own Job With  
Caution Zone Checklist**

**Ergonomic Delegate  
Prioritizes Jobs by Hazards**

**Ergonomic Delegate  
Analyzes Jobs**

**Everyone Works  
Towards Making  
The Job Safer**



The rule states that hazards must be reduced or eliminated to the point technologically and economically feasible.

- ◆ Hazards Identified by July 2003
- ◆ Hazards Reduced by July 2004

# Symptom recognition and reporting

## ◆ Report symptoms if:

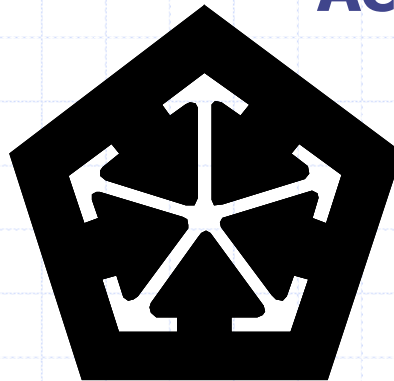
- Pain is persistent, severe or worsening
- Pain radiates
- Symptoms include numbness or tingling
- Symptoms keep you from sleeping at night

# What if I am suffering from a WMSD?!

**Choices, choices, choices.**

**1.) Note Pain & Correlating Activity on Checklist**

**5.) File a Injury Claim**



**2.) Tell The Ergo Delegate**

**4.) File an Injury Report**

**3.) Call Risk Mgmt.  
@ 625-6222**

# Early Medical/Ergonomic Intervention is Critical

- ◆ Chronic injuries sometimes lead to disability, even surgery
- ◆ Early treatment is more successful
- ◆ Must address the cause of the problem





# Positive Effects of Ergonomics

## The Win-Win

- ◆ Reduced Injuries and job related disabilities
- ◆ Increased energy & hourly output
- ◆ Reduced employee absenteeism
- ◆ Fewer disruptions
- ◆ More effective accommodations
- ◆ Reduced turnover
- ◆ Reduced defects / increase in quality
- ◆ Better morale

**We want to help!**

# As Your Ergonomic Delegate

- ◆ I will analyze your checklist & job
- ◆ I will help you recognize hazards and ways to improve your safety
- ◆ I am a resource to make adjustments,
- ◆ I am a resource to do training,
- ◆ And I can help to implement good ergonomic ideas.

