

How to Use the Written Ergonomics Program



The following written ergonomics program is designed to be a comprehensive guide that any company can use. It includes the core elements found in the U.S. DEPARTMENT OF LABOR, Occupational Safety and Health Administration's *Ergonomics Program Management Guidelines for Meatpacking Plants* (1990), Publication No. OSHA 3123, and the NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH (NIOSH) *Elements of Ergonomics Programs: A Primer Based on Workplace Evaluations of Musculoskeletal Disorders*, DHHS (NIOSH) Publication No. 97-117.

It is suggested that you download two complete copies of this program onto your hard drive. Use one of the copies as a working copy. The second copy will be a master copy.

Please read the program over carefully noting those elements or sections that do not pertain to your company. On the working copy, elements or sections that are not applicable now can be deleted. As your program develops, those deleted elements and sections can be copied from the master copy and added back in. An example of this would be if your company does not have an early return-to-work program, on your working copy, delete the paragraph on page five that reads:

(NAME OF COMPANY) has an aggressive Early Return-to-Work program and will offer return to work opportunities to all injured employees in accordance with work restrictions identified by a recognized medical provider.

Once your company develops and implements an early return-to-work program, that section can be copied off of your master copy and added back in.

NOTE: Throughout the document, you can customize the following to reflect your company:

- NAME OF COMPANY
- NAME OF MEDICAL PROVIDER
- NAME OF WORKERS' COMPENSATION CARRIER

To customize this program with the name of your company:

- Open the WRITTEN ERGONOMICS PROGRAM file. Go to 'Edit' on your toolbar.
- Scroll down to 'Find'.
- Type (NAME OF COMPANY) in the 'Find What' box. Make sure that you include the parentheses.
- Click on 'Replace' and type in the name of your company, without the parentheses, in the 'Replace With' box.
- Click on 'Replace All'.

Repeat this procedure to change the (NAME OF MEDICAL PROVIDER) and (NAME OF WORKERS' COMPENSATION CARRIER).