

.1 Policy Statement

.11 The City of Tulsa is committed to providing an effective ergonomics program to reduce injuries resulting from ergonomic hazards. In compliance with OSHA's General Duty Clause created to keep workplaces free from recognized serious hazards, the City of Tulsa will make a good faith effort to reduce ergonomic hazards at all individual worksites.

.2 Scope

.12 To reduce ergonomic injuries and promote productive work environments, the City of Tulsa's ergonomics program will include employee training, worksite evaluations, and hazard mitigation efforts.

.3 Definitions

.31 Ergonomics - The science of adapting products, processes and work areas to human characteristics and capabilities to improve human well-being and optimize productivity.

.32 Repetitive Strain Injuries (RSI's) - Any of various painful musculoskeletal disorders caused by cumulative damage to muscles, tendons, ligaments, nerves, or joints from highly repetitive movements.

.33 Worksite - Any location used for work

.34 Workstation - A physical environment with equipment for the performance of administrative or technical tasks occupied by an individual.

.4 Responsibilities

.41 Department Director shall:

.411 Ensure the requirements of this program are implemented throughout the department; and

.412 Ensure this policy is enforced.

.42 Managers shall:

.421 Authorize budgeting and expenditure of necessary resources to implement and administer the program;

- .422 Modify or replace equipment, machinery, and tools which are found to create RSI's; and
- .423 Ensure this policy is enforced.
- .43 Supervisors shall:
 - .431 Perform Job Hazard Analysis (JHA) for tasks at worksites, to identify ergonomic hazards and implement controls to effectively reduce or eliminate the hazard (See Personnel Policies and Procedures Manual Section 920 - Job Hazard Analysis);
 - .432 Investigate ergonomic-related injuries (per Personnel Policies and Procedures Manual Section 905 - Injury Reporting);
 - .433 Ensure that employees are provided with the appropriate equipment and materials necessary to perform the job safely, and that they understand how to use those items effectively.
 - .434 Train employees regarding their responsibilities included in this policy;
 - .435 Attend ergonomics training through the Safety and Health Section of Human Resources to gain a better understanding of how to recognize and minimize ergonomic risk factors;
 - .436 Ensure that employees attend ergonomics training;
 - .437 Coordinate worksite evaluations as necessary with the Safety and Health Section of Human Resources; and
 - .438 Assist in the implementation of hazard control measures.
- .44 Employees shall:
 - .441 Report signs and symptoms of ergonomic injuries to direct supervisors;
 - .442 Report work-related ergonomic hazards to direct supervisors;
 - .443 Follow appropriate instructions and safe practices;
 - .444 Organize work environments to minimize frequent repetitive motions which could lead to injuries. Examples of motions to minimize are reaching, twisting, grasping, and bending;

- .445 Use equipment and materials in the manner established by the manufacturer, supervisor, Safety and Health staff, and/or City Physician;
- .446 Immediately report unsafe tools or equipment to direct supervisors; and
- .447 Attend ergonomics training as required and apply the knowledge and skills acquired to job tasks, processes, and work activities.
- .45 Safety and Health Section Personnel shall:
 - .451 Ensure that ergonomics training is available for all employees;
 - .452 Conduct ergonomic evaluations upon request from an employee, supervisor, or City Physician; and
 - .453 Assist departments in evaluating work-related ergonomic exposures.

.5 Ergonomics Program Elements

.51 Workstation Evaluations

A workstation evaluation shall be conducted when any of the following conditions occur or are present:

- .511 When new workstations are created and have not been previously evaluated for potential hazards;
- .512 When employees who have received ergonomics training but have been unsuccessful in correcting deficiencies with their workstation; and
- .513 When a workstation evaluation is recommended as the result of a RAPID or injury investigation. This shall be reflected in the supervisor's investigation report.

.52 Job site evaluations

Job sites shall be evaluated for ergonomic risk such as excessive lifting, stretching, repetitive motion, awkward positions, vibration, and temperature extremes when:

- .521 Pre-planning for job tasks;
- .522 When developing a Job hazard analysis for a work task;

.524 When a RAPID or injury investigation involves ergonomic-related issues.

.53 Ergonomic Evaluations Requested by the City Physician

When an employee receives a written request from the City Physician to have an ergonomic evaluation completed, the Safety and Health staff shall be notified as soon as possible.

.54 Ergonomic Evaluation Reports

All workstation ergonomic evaluations shall be recorded on the City's Ergonomic Evaluation Form (Appendix A).

.55 Control of Ergonomic Risk Factors

.551 It is the City's policy to quickly correct exposures that may result in RSI's. If it is not possible to fully correct the exposure, it is the City's policy to minimize the exposure to the extent feasible.

.552 Departments are responsible for taking steps to identify ergonomic risk factors and reduce hazards by using the three-tier hierarchy of controls found in Appendix B.

.6 Training

.61 Training shall be provided to employees as follows:

.611 Initial training is provided to all non-sworn employees by the Safety and Health Section of Human Resources upon hire;

.612 To non-sworn employees assigned new job duties for which training has not previously been received;

.613 Upon completion of an injury investigation which identifies deficiencies which may have resulted in an RSI; and

.614 Departments shall provide annual ergonomics awareness refresher training to all non-sworn employees

.7 Recordkeeping and Tracking

.71 Completed ergonomic reports shall be kept by the affected department for the duration of employment.

.72 Training records for classes provided by Human Resources shall be maintained for all non-sworn employees in the City of Tulsa's official training records management system.

- .73 Department administered refresher training shall be kept by the Department for the duration of employment.
- .74 JHAs shall be kept in accordance with Personnel Policies and Procedures Manual Section 920 - Job Hazard Analysis)

.8 Program Review

The Safety and Health Section shall conduct a periodic program review to assess the progress and success of the program. The review will consider the following:

- .81 Evaluation of ergonomic training programs and training records.
- .82 The program's success shall be based upon the reduction in number of ergonomics-related OSHA recordable cases from year to year.