## Table of Contents

1. Introduction ............................................................................................................................. 3

2. Policy ....................................................................................................................................... 3

3. Responsibilities ........................................................................................................................ 3  
   A. Management (Managers and Supervisors) ......................................................................... 3  
   B. Personnel .............................................................................................................................. 4  
   C. Tufts Environmental Health and Safety (Campus EHS Manager) .................................. 4  
   D. Worksite Evaluations ........................................................................................................... 5  
   E. Setting Priorities ................................................................................................................... 5  
   F. Worksite Evaluations Methods ............................................................................................ 5  
   G. Control of the Ergonomic Risk Factors ............................................................................. 6  
   H. Training ................................................................................................................................ 6  
   I. Worker’s Compensation ...................................................................................................... 6  
   J. Evaluation and Follow-Up ................................................................................................... 7  

4. Annual Plan Review ................................................................................................................ 7
1. Introduction

Ergonomics is the study of people and their interaction with the elements of their job or task including equipment, tools, facilities, processes, and environment. It is a multidisciplinary field of study integrating industrial psychology, engineering, medicine, and design.

In a more practical sense, ergonomics is the science of human comfort. When aspects of the work or workplace exceed the body’s capabilities, the result is often a musculoskeletal disorder (MSD). To help avoid MSDs, work demands should not exceed the physical capabilities of the worker. MSDs are also known by several other names including:

- CTDs (cumulative trauma disorders)
- RSIs (repetitive stress or repetitive strain injuries)
- RMIs (repetitive motion injuries)

2. Policy

It is the policy of Tufts to provide all employees with a safe and healthful workplace. To assist with this, this proactive Ergonomics Plan should be integrated into work design.

This plan is a collaborative effort that includes all personnel, especially managers and supervisors. The Campus EHS Manager supports this effort.

The purpose of an Ergonomics Plan is to apply ergonomic principles to the workplace in an effort to reduce the number and severity of musculoskeletal disorders (MSD), thus decreasing workers’ compensation claims and, where possible, increase productivity, quality, and efficiency. An ergonomically sound work environment maximizes comfort while minimizing the risk of undue physical stress.

A proactive approach focuses on making changes when risks have already been identified, as well as incorporating ergonomics into the design phase of a new facility or process, into purchasing new equipment or tools, and into the contemplation of scheduling changes.

3. Responsibilities

A. Management (Managers and Supervisors)

Managers and Supervisors. Responsibilities of all managers and supervisors will include:

- accountability for the health and safety of all employees within their departments;
allocating human and/or financial resources;

ensuring that employees are provided with and use the appropriate tools, equipment, parts, and materials;

ensuring that ergonomics practices and principles are considered when conducting worksite evaluations and design; ensuring that recommended controls are implemented and/or used appropriately through active follow-up; responding promptly to employee reports; and providing appropriate workers’ compensation documentation to employees as required by all regulations.

B. Personnel
Responsibilities of personnel will include:

when provided, use the appropriate tools, equipment, parts, materials, and procedures in the manner established by managers and supervisors;

ensure that equipment is properly maintained in good condition and when not, report it immediately;
provide feedback to supervisors regarding the effectiveness of design changes, new tools or equipment, or other interventions;

attend ergonomics training as required and apply the knowledge and skills acquired to actual jobs, tasks, processes, and work activities;

report MSD signs or symptoms and work-related MSD hazards to the supervisor as early as possible to facilitate medical treatment and initiate proactive interventions, and;

take responsibility in their personal health and safety.

C. Tufts Environmental Health and Safety (Campus EHS Manager)
Responsibilities of the Campus EHS Manager include:

providing support upon request to Management and Personnel by:

providing general training;
conducting workstation evaluations;
providing resources
recommending equipment or solutions; and
tracking injuries.

D. Worksite Evaluations

(1) Triggers for a worksite evaluation:

(a) When an employee reports an MSD sign or symptom.
(b) Jobs, processes, or work activities where work-related ergonomic risk factors have been identified which may cause or aggravate existing MSDs.
(c) Any change of jobs, tasks, equipment, tools, processes, scheduling, or changes in work shift hours (for example, going from a traditional 5-day, 8-hour shift to a compressed 4-day, 10-hour shift).
(d) When a safety walk-through or scheduled inspection or survey has uncovered potential MSD hazards.

(2) Work-related risk factors to be considered in the evaluation process include, but are not limited to:

(a) Physical risk factors including force, postures (awkward and static), static loading and sustained exertion, fatigue, repetition, contact stress, extreme temperatures, and vibration.
(b) Administrative issues including job rotation/enlargement, inadequate staffing, excessive overtime, inadequate or lack of rest breaks, stress from deadlines, lack of training, work pace, work methods, and psychosocial issues.
(c) Environmental risk factors including noise, lighting, glare, air quality, temperature, humidity, and personal protective equipment and clothing.
(d) Combination of risk factors such as, but not limited to, highly repetitive, forceful work with no job rotation or precision work done in a dimly lit room.

E. Setting Priorities

Worksite evaluations will be scheduled based upon the following:

(a) Any job, process, operation, or workstation which has contributed to a worker’s current MSD;
(b) A job, process, operation, or workstation that has historically contributed to MSDs; and
(c) Specific jobs, processes, operations, or workstations that have the potential to cause MSDs.

F. Worksite Evaluations Methods

Various methods will be used to evaluate problem jobs including:

(1) Walk-through and observations
(2) Employee interviews

(3) Checklists

(4) Worksite evaluations

G. Control of the Ergonomic Risk Factors
Tufts will take steps to identify ergonomic risk factors and reduce hazards by using a four-tier hierarchy of control (in order of preference):

(1) Engineering controls - The most reliable means to of controlling or preventing injury. This is achieved by focusing on the physical modifications of jobs, workstations, tools, equipment, or processes.

(2) Administrative controls - This means controlling or preventing injury by implementing administrative changes such as job rotation, job enlargement, rest/recovery breaks, work pace adjustment, redesign of methods, and worker education.

(3) Work Practice controls – This means controlling or preventing injury through proper work practices. These include proper work techniques, posture and conditioning.

(3) Personal protective equipment (PPE) - Although PPE should not take the place of other controls, PPE can control or prevent injury by the use of equipment. This can include kneepads and anti-vibration gloves.

H. Training
Training is intended to enhance the ability of managers, supervisors, and employees to recognize work-related ergonomic risk factors and to understand and apply appropriate control strategies. Training in the recognition and control of ergonomic risk factors will be given as follows:

(1) To all employees during orientation.

(2) To all personnel upon the request of the Manager of Supervisor.

I. Worker’s Compensation
Pursuant to the MA Workers Compensation law, Tufts provides medical care to all employees injured at work.

In the event of a work-related injury or illness, the health care provider will:

(1) provide diagnosis and treatment for employees;

(2) determine if reported MSD signs or symptoms are work-related;
(3) recommend restricted, modified, or transitional work duties when appropriate;

(4) refer injured employees to other clinical resources for therapy or rehabilitation;

(5) provide Tufts with timely work status reports,

J. Evaluation and Follow-Up
In order to ensure that issues have been addressed and that new problems have not been created, monitoring and evaluation will be conducted.

4. Annual Plan Review

A. Tufts EHS will conduct an annual review to assess the progress and success of this plan.