

Ergonomic Assessment Policy

1.0 Policy Statement

The City of Mount Pearl is committed to protect and promote the health and safety of its employees by ensuring employees have a properly adjusted workstation to allow for a natural and comfortable posture. The City shall ensure that risk factors contributing to the development of musculoskeletal injuries (MSI) are identified, assessed, and eliminated or mitigated.

2.0 Background

When an employee is required to work in an area in which they are exposed to ergonomic hazards an employer shall establish and maintain an Ergonomic Assessment procedure to control or eliminate the risk of ergonomic injury.

3.0 Scope

This procedure applies to employees who work in an office environment, spend considerable amounts of time at a computer and operate heavy equipment for extended periods of time. City of Mount Pearl employees shall first check to ensure that they are using these guidelines for adapting their workstation.

4.0 Purpose

To establish a policy and procedure for the City of Mount Pearl that provides employees with a procedure of how to adjust and adapt their computer workstation.

5.0 Definitions

Ergonomics

Ergonomics is an applied science concerned with designing and arranging the job, or task to the capabilities of the worker rather than fitting the worker. It is based upon principles of anatomy, anthropometry, biomechanics, physiology and psychology. The goal of ergonomics is to optimize or improve the interaction between people and their work: tools, equipment, products, tasks, work stations and the environment in which they work to make the workplace safer and more efficient for employees.

Musculoskeletal Injuries (MSI)

MSIs are injuries and disorders of the muscles, tendons, ligaments, nerves, intervertebral discs, blood vessels and other soft tissues, including sprains, strains, inflammation and nerve compression disorders. MSIs can occur suddenly or develop over a period of weeks, months or even years. Some task demands, or ways in which we perform tasks, can put strain on our bodies and result in a MSI.

6.0 Ergonomic Assessment Program Requirements

The City's Ergonomic Assessment procedure shall comply with the following minimum requirements:


- An ergonomic assessment of the workplace to identify areas where ergonomic injury may occur when setting up a workstation, or when an employee shows signs of ergonomic distress;
- Ergonomic Assessment for workers when setting up new workstations or when purchasing new operating seats in heavy equipment;
- Training and education for all workers in the health hazards of ergonomics and the fitting, maintenance, care and use of ergonomically suitable equipment;
- Upon termination of employment, a worker may request from the employer a record of ergonomic concerns during their term of employment.

7.0 Related Procedures

Please refer to the City's companion documents:

- *OP-OHS-24 Office Ergonomics Operating Procedure*

8.0 Approvals



Steve Kent, Chief Administrative Officer

August 29, 2018

Date