



# Creating an Ergonomics Task Force

When we talk about ergonomics, we generally refer to it as a science that deals with designing and arranging things so that people can use them easily and safely. Most businesses have ergonomic standards and policies in place to help their employees complete their tasks in the safest way possible. To help enforce these policies in a timely and specific manner, United Heartland recommends creating an ergonomics task force.

United Heartland has developed resources to support the creation of ergonomics programs and is happy to assist with providing training resources. Contact our team of specialists for more information at 800-258-2667.

UnitedHeartland.com  
1-800-258-2667

**UH** UnitedHeartland

*Part of the AF Group*

## 5 Priorities for an Ergonomic Task Force

- Establish goals and direction.
- Develop policy and procedure recommendations.
- Allocate funding and resources.
- Determine task assignments for review.
- Establish accountability

## Who to Include on an Ergonomics Task Force

Representation and backing from top management is a critical component of any task force as well as:

- Health safety and human resource personnel
- Department supervision and line management
- Employee representation

When appropriate, other representation can include:

- Maintenance
- Purchasing
- Quality control
- Sales/marketing

## Before an Incident Occurs

### Identify potential stressors

- Monitor workforce comfort/discomfort through interviews, surveys, turnover, absenteeism, reduced product quality, employee modified jobs or loss runs.
- Analyze all planned, modified or recent changes in production processes, including equipment purchases planned or in process.
- Analyze tasks with attention to prolonged single-position postures, vibration, tools, lighting, frequency of movement, force required and duration of task.
- Identify tasks which allows for stressor reduction to accommodate early intervention or provide for modified/light duty jobs or effective job rotation.
- Analyze effects and staffing ratios during heavy use of overtime, piece work or unusual production demands.

### Involve employees

- Provide a way for employees to offer feedback on tasks causing discomfort/pain.
- Offer training on basic ergonomic principles to explain work method changes.
- Allow job rotation for stressor reduction.
- Educate employees on treatment protocols and the importance of early intervention.
- Have employees identify stressors and body mechanics
- Discussion occupational and non-occupational risk factors.

### Involve management

- Reduce the frequency and severity of tasks that create problems through breaks; rotation; work hardening; employee selection; possible avoidance of piece work; or task enlargement.
- Involve claims, loss control and medical providers.

## After an Incident Occurs

- Utilize early detection and notification to allow for early intervention and non-invasive treatment.
- Modify job to reduce further injury.
- Ensure close communication among the employee, claims representative and medical provider.
- Use modified duty with predetermined jobs and available hours.
- Review pre-loss phase items.

## Training Resources

Training is an important part of any safety program, and our staff can help by reviewing your training needs and offering consultation to improve its effectiveness. As outlined below, we also have video and online training resources available for customers who wish to complement their current training systems. Contact your United Heartland Loss Control representative to discuss your current training needs.

The Lezage Training Center provides many safety training topics which can be utilized as individual training or presented to a group as a group safety training program. The training presentation can be completed in approximately 30 minutes, and can be paused and restarted to allow for discussion points. <http://afi.lezage.com/servreg01.cfm?DP=7>

### **Lezage Online Safety Courses (Free, streaming video only)**

- Avoiding Back Injuries
- Back Safety
- Ergonomics – Industrial
- Office Ergonomics

CLMI programs allows you access to CMLI Blue Prints® Safety Programs and Videos at a discounted rate. You keep the programs and videos; there is nothing to return. Full CLMI Programs include a binder, training presentation, written program template and videos. To order any one of the programs log into our website at [UnitedHeartland.com](http://UnitedHeartland.com), select UH Client Services and select Safety Training.

### **CLMI Video/Training Programs (DVD or Streaming Video) (Cost: \$99+)**

- Elements of an Ergonomics Program
- Ergonomics Task Analysis – Module 1 – Survey & Analyze
- Ergonomics Task Analysis – Module 2 – Focus & Eliminate
- Understanding Musculoskeletal Disorders
- Office Ergonomics
- Ergonomics for the Mobile Worker (Office Ergo at home, hotels, cafes)
- Back Injury Prevention
- Stretching Out at Work

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