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183.1 PURPOSE This chapter defines policy, scope, and objectives for BPA's Ergonomics Program. It provides clarity of roles and responsibilities for successful program implementation. This document identifies program elements for the prevention of work-related cumulative trauma disorders.


183.2 POLICY The Ergonomics Program is a part of BPA's overall employee safety and occupational health program. The Ergonomic Program provides resources necessary to assess employee's physical environment, make recommendations, and implement changes to work processes. Consistent with Delegation Order No. 0204-161, signed by the Secretary of Energy on October 7, 1996, BPA has been granted delegated authority for any related Department of Energy issuance for DOE EO 210.1, Performance Indicators Program; DOE O 231.1, Safety and Health Reporting Requirements; DOE O 440.1, Worker Protection.

183.3 SCOPE BPA's Ergonomic Program applies to all BPA Federal employees. Contract employees are not covered within the scope of this program. Contract employees are covered as stated in their individual contracts.

183.4 OBJECTIVE The objective of BPA's Ergonomic Program is to provide a physical work environment that optimizes individual efficiencies and work processes. The program establishes resources necessary to support and maintain employee health and well being.

183.5 DEFINITIONS

- A. Ergonomic Assessment /Job Hazard Analysis:** An ergonomic review of the work area to evaluate tasks, equipment, furniture, tools and physical behaviors. An ergonomic assessment includes analyses and recommendations for adjustments regarding postures, work techniques, tools and equipment in order to reduce symptoms relating to cumulative trauma disorders.
- B. Cumulative Trauma Disorders (CTD):** The result of physical trauma caused by repetitive motion or stress over a period of time; unlike acute, traumatic injuries such as slips, trips, or falls. Cumulative trauma disorders may occur in the upper or lower extremities as well as in the spinal column and its supporting musculature.
- C. Ergonomic Assessment Database:** A knowledge bank of BPA ergonomic assessments and recommendations.
- D. Ergonomics:** The science of relating people, their work, and the physical work environment in such a way as to optimize work procedures, practices, and efficiency while maintaining employee health and well being.

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- E. Ergonomic Risk Factors:** Potential causes of cumulative trauma disorders. Examples include force or overexertion, awkward posture, static positions, repetitive motions and vibration.
- F. Evaluator:** A person qualified and trained to conduct assessments, make recommendations and perform follow-ups as needed.
- G. Ergonomic Furniture, Equipment and Tools:** Furniture, equipment and tools that are adjustable and adaptable to best fit the physical needs of the employee.
- H. OWCP - Office of Workers' Compensation Program.**

183.6 PROGRAM ELEMENTS

- A. Ergonomic Assessments** are classified in one of three categories:
 - Standard Ergonomic Assessment
 - Symptomatic Employee Assessment (discomfort, temporary injury, over-use etc.)
 - Reasonable Accommodation Assessment (permanent medical Issue, disability, job injury)

Assessments for both Standard and Symptomatic Employees are provided through Office Facilities. The recommendations of the assessments are implemented by Office Facilities.

Assessments for Reasonable Accommodation are provided through Personnel Services. The recommendations of the assessments are implemented by Office Facilities.
- B. Ergonomic Program Evaluation.** The Safety Office conducts ergonomic program evaluations through questionnaires, observations, inspections, and annual reviews of accident reports and OWCP data.
- C. Reporting Requirements.** Cumulative trauma disorders shall be reported by employees to their first line supervisor. They shall be reported through the BPA accident/illness reporting system. Supervisors shall complete and submit an Individual Accident/Incident Report (BPA F 5480.01e) for all CTDs through supervisory channels, to the Safety Office within six days of notification by the employee of an incident. Supervisors shall also submit the appropriate forms to the Personnel Office as needed for OWCP processing.
- D. Training.** The Safety Office shall coordinate and provide training to employees and supervisors regarding cumulative trauma disorders, risk factors and prevention in the work place.

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Training will be provided for all levels of management and all BPA employees. The training will include: ergonomic principles, anatomy and physiology, cumulative trauma disorder symptom recognition, and work management practices for prevention.

183.7 RESPONSIBILITIES


- A. The Senior Vice President for Employee & Business Resources** is designated as the management official in charge of occupational safety and health programs. The occupational safety and health staff, safety programs, and employee and workplace services are under this line authority.
- B. Vice Presidents** are responsible for promoting safety and health practices and programs consistent with the mission, organization size, and the work environment of their respective organizations.
- C. Organizational Managers** with line responsibility are responsible for administering safety and health programs within their respective organizations.

Manager/Supervisor

- (a) Ensures a safe and healthy work environment for employees.
- (b) Ensures that all current and new employees are aware of the BPA's Ergonomic program.
- (c) Participates in BPA ergonomic training program and supports employee ergonomic training.
- (d) Ensures that employees who report cumulative trauma disorders receive a comprehensive ergonomic assessment and recommendations are implemented in a timely manner.
- (e) Reports CTDs to the Safety Office and Personnel

Employee

- (a) Reports symptoms to the first line supervisor/manager.
- (b) Participates in recommended ergonomic training classes and applies ergonomic principles to work habits.
- (c) Follows guidance and recommendations as identified through the ergonomic assessment. If moving to a new workstation, employee shall discuss prior ergonomic recommendations with the supervisor.


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Safety Office Responsibilities

- (a) Establishes ergonomic policy and performs program oversight.
- (b) Provides technical expertise to BPA regarding ergonomic practices and principles.
- (c) Sets criteria for qualified ergonomic evaluators to conduct job task analysis and ergonomic assessments.
- (d) Develops and coordinates ergonomic training and educational curriculum including supporting materials and literature. Identifies qualified trainers to present training.
- (e) Evaluates effectiveness of BPA's ergonomic program policies and implementation.
- (f) Industrial ergonomic assessments will be conducted by the Safety Office.

Office Facilities Responsibilities

- (a) Assigns and directs resources to effectively manage ergonomic assessments, workstation modification and follow-ups.
- (b) Selects qualified ergonomic evaluators to conduct assessments and implement recommendations for office ergonomic changes.
- (c) Provides ergonomic assessments.
- (d) Communicates and coordinates with Personnel Services regarding ergonomic cases that may need referral to the reasonable accommodation program.
- (e) Acquires, installs and maintains approved ergonomic chairs, computer accessories and furniture system-wide.
- (f) Maintains inventory of products to assure recommendations from ergonomic evaluators can be implemented in a timely fashion.
- (g) Assures that installers are adequately trained to perform workstation modifications.
- (h) Maintains record-keeping system to track modifications made to employee workstations as a result of the ergonomic assessment.

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Personnel Services Responsibilities

- (a) Ensures that ergonomic assessments are provided for employees who have sustained a work-related (OWCP) cumulative trauma disorder.
- (b) Ensures that qualified disabled employees who are covered under the Reasonable Accommodation Plan will receive ergonomic services as outlined in Personnel Letter #900-2.

183.8 REFERENCES

- A. Occupational Safety and Health Act, General Industry Safety and Health Regulations 29 CFR 1910, General Duty Clause; 29 CFR Part 1960 Basic Program Elements for Federal Occupational Safety and Health Programs.
- B. [BPA Manual Chapter 180](#)
- C. [Personnel Letter 900-2](#), BPA Reasonable Accommodation Plan
- D. [BPA Safety and Health Program Handbook](#)