TRAINING UPDATE

Lab Location:	GEC, SGAH & WAH	**Date Distributed:**	7/8/2013
Department:	All staff	**Due Date:**	7/31/2013
		Implementation:	**8/1/2013**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Ergonomics Program GEC / SGAH / WAH .SA04 v001

Ergonomic Self-Assessment Form AG.F251.000

Description of change(s):

Section 4: Added definitions
Section 5: Updated procedure to reflect use of new form and added MTS training for employees
Section 6: Moved Incident form from Addenda
Section 7: Added references
Section 9: Replaced the Departmental Ergonomic Checklist with the Ergonomics Self Assessment Form

This revised SOP will be implemented on August 1, 2013

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 001)

Non-Technical SOP

Title	**Ergonomics Program**	
Prepared by	Bryan Mason, HEM	Date: 1/12/2011
Owner	Lori Loffredo	Date: 1/12/2011

Laboratory Approval		
Print Name and Title	**Signature**	**Date**
Refer to the electronic signature page for approval and approval dates.		
Local Issue Date:	Local Effective Date:	

Review:		
Print Name	**Signature**	**Date**

Form revised 3/31/00

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1. PURPOSE

This SOP will outline the Ergonomics Program used at the laboratories of Quest Diagnostics Nichols Institute Chantilly, at Germantown Emergency Center, Shady Grove Adventist and Washington Adventist Hospitals.

2. SCOPE

The requirements of this SOP are applicable to all employees and all job functions within the laboratories of Quest Diagnostics Nichols Institute Chantilly, at Germantown Emergency Center, Shady Grove Adventist and Washington Adventist Hospitals.

3. RESPONSIBILITY

a. **Manager, EHS** has the overall responsibility for the administration and oversight for the Ergonomics program. The Manager, EHS will develop and make available training and perform employee/departmental assessments per the program.
b. **Directors, Managers and Supervisors** have the responsibility of making sure the elements of this program are relayed to their staff and that the requirements of the program are carried out within their areas of supervision.
c. **Employees** have the responsibility of reporting all problems believed by the employee to be caused by workplace ergonomic stressors to their immediate supervisor in a timely manner.

4. DEFINITIONS

Ergonomics - the study of how a workplace and the equipment used within the workplace can best be designed for comfort, efficiency, safety, and productivity.

Musculoskeletal disorder (MSD) - a condition where muscles, nerves, tendons, joints, or discs are affected by the physical, ergonomic environment. Common manifestations

of laboratory-related MSDs are carpel tunnel syndrome, rotator cuff syndrome, sciatica, and tendonitis.

Work related musculoskeletal disorder hazard - any stressor likely to lead to an MSD in the workplace.

5. PROCEDURE

Step	Action
1	Whenever possible, laboratory activity, workplace, and equipment will be designed to reduce the risks of work-related MSDs and accidents. A. Work assignments will be rotated frequently to minimize repetitive motions and force. Staff should be frequently rotated out of assignments that require continuous typing, eye strain (microscope use), standing on hard surfaces for long periods of time, lifting, pulling, and pushing. B. Engineering controls will be used when available. a. Adjustable chairs and computer monitors will be made available to all staff members. Staff members are responsible for adjusting equipment to fit their bodies. b. Anti-glare screens will be placed on computers located under lights to minimize eye strain caused by glare. c. Ambient temperatures will be maintained to reduce injuries caused by low temperatures (decreased blood flow, muscle strength, dexterity, and balance) or fatigue caused by high temperatures. d. Carts and hand-trucks will be available to aid in moving heavy or large equipment and supplies. e. Lighting will be adequate to reduce eye strain.
2	Employees will receive ergonomics training upon hire via the Medical Training Solutions (MTS) system. The module will train employees to identify physical work activities or conditions of the job commonly associated with MSDs and provide recommendations to eliminate MSD hazards.
3	Any employees may request evaluation of his/her workstation by contacting his/her supervisor. A. Employees must report suspected or perceived ergonomic problems to a member of the supervisor staff as soon as a problem is identified. B. Employees are encouraged to report MSDs and other injuries believed to be caused by workplace ergonomic stressors.
4	Together, the Supervisor/Manager and employee will use the Ergonomics Assessment Form to review the work area and identify work-related musculoskeletal disorder hazards. Corrective actions will be placed for any hazards noted. The EHS manager may be consulted to aid in assessment and correction of any issues noted.

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5	All incidents that are reported to the Manager, EHS through the Incident reporting system (using the Incident, Injury, Illness Investigation Report form) will be evaluated for possible ergonomic causes. If the Manager, EHS suspects an ergonomic problem in the work site is a cause of the incident, an ergonomic survey of the employee's worksite will be scheduled with the employee and his/her immediate Supervisor.
6	An ergonomic injury found to be caused by the workplace will be treated as an OSHA recordable injury, and will be recorded on the OSHA 300 log. Additionally, the injury will be reported to the Workman Compensation insurance carrier.
7	Equipment, such as chairs, computer equipment, pipettes, tools or any such equipment that could contribute to an ergonomic problem in the work area should be reviewed before purchase for ergonomic suitability by the Supervisor, and as requested, the Manager, EHS.

6. RELATED DOCUMENTS

Incident, Injury, Illness Investigation Report form

7. REFERENCES

1. McDaniels, G. (2013). Ergonomic issues in the clinical lab: common stressors and risk reduction steps are explored. Advance for Medical Laboratory Professionals, 25(2), p. 6-8.
2. University of California Riverside. (2008). Laboratory ergonomics checklist. Retrieved from http://ergonomics.ucr.edu/docs/pdf/Lab_ergo_checklist.pdf.

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes Ergonomics Program, dated 3/5/2003		
000	4.14.2013	Section 4: Added definitions Section 5: Updated procedure to reflect use of new form and added MTS training for employees Section 6: Moved Incident form from Addenda Section 7: Added references Section 9: Replaced the Departmental Ergonomic Checklist with the Ergonomics Self Assessment Form	S Codina	B Mason L Loffredo

9. ADDENDA AND APPENDICES

A. Ergonomic Self-Assessment Form (see Attachment Tab of Infocard)

Quest Diagnostics

Ergonomic Self-Assessment Form

☐ Germantown Emergency Center
☐ Shady Grove Adventist Hospital
☐ Washington Adventist Hospital

Assessment performed by: _____ Date: _____

Laboratory Area:_____

Laboratory Benches

	Yes	No
Is anti-fatigue matting supplied to increase comfort during standing tasks?	☐	☐
Does the individual wear shoes appropriate for prolonged standing?	☐	☐
Is the work bench height appropriate for the work performed? Precision Work: 1-2" above elbow height Light Work: 2-4" below elbow height Heavy Work: 8" or more below elbow height	☐	☐
Is there adequate leg room?	☐	☐
Is the individual able to prop a foot up on a stool or ledge?	☐	☐
Do any sharp edges along the bench top have a waterfall or sloped edge OR have padding to reduce the contact pressure?	☐	☐
Are items within easy reach?	☐	☐
Is the bench top organized?	☐	☐

Laboratory Chairs

	Yes	No
Does the chair support the individual's lower back during his/her work?	☐	☐
Are the individual's feet supported by the floor, a footrest, or a foot ring?	☐	☐
Can the chairs in the laboratory be adjusted to accommodate all of the individuals who need to use the chairs?	☐	☐

Microscopes

	Yes	No
Is the individual able to avoid a rounded or hunched shoulder posture when using the microscope?	☐	☐
Is the individual able to maintain a relatively neutral neck position (no more than 25^{o} of forward bending)?	☐	☐
Is contact pressure between the individual's forearm and hard surfaces or sharp edges avoided or padded?	☐	☐
Is the microscope position at the near edge of the bench or work surface?	☐	☐
Is there sufficient leg room?	☐	☐
Are the individual's feet supported by the floor, a footrest, or a foot ring?	☐	☐
Has the individual been shown how to properly sit at a microscope work station?	☐	☐
Does the individual take hourly breaks from microscope work?	☐	☐
Are additional supplies within easy reach?	☐	☐

Ergonomic Self-Assessment Form

☐ Germantown Emergency Center
☐ Shady Grove Adventist Hospital
☐ Washington Adventist Hospital

Pipetting

	Yes	No
Is the pipetter the proper size and shape for the individual?	☐	☐
Are electronic pipetters provided?	☐	☐
Are light-touch manual pipetters provided?	☐	☐
Are the pipetters in good working condition?	☐	☐
Has the individual been trained how to properly operate the pipetter?	☐	☐
Does the individual pipette for less than 2 hours per day?	☐	☐
Does the individual maintain his/her wrists in a straight or neutral position while pipetting?	☐	☐
Are work items within easy reach?	☐	☐

Fume Hoods/Biological Safety Cabinets

	Yes	No
Are the individual's arms relaxed when working in the fume hood?	☐	☐
Are the work supplies within easy reach to avoid extended reaches?	☐	☐
Is the individual able to view his/her work without excessive neck flexion (>25^{o})?	☐	☐
Is the individual able to alternate sitting and standing while working?	☐	☐

Computer Workstations

	Yes	No
Is a seat provided?	☐	☐
Is the seat adjustable to accommodate all individuals who will use the chair?	☐	☐
Is lumbar support provided?	☐	☐
Are the individual's feet supported by the floor, a footrest, or a foot ring?	☐	☐
Is there adequate leg room?	☐	☐
Are all adjustable features easy to use?	☐	☐
Is there adequate space for the mouse and keyboard to be the same height and within easy reach? They should be positioned so the employee can rest his/her arms at his/her side with forearms parallel to the floor.	☐	☐
Is there adequate space to place the monitor at arms length distance from the user?	☐	☐
Is the monitor at the recommended height (the top of the screen should be below eye level)?	☐	☐
Is the monitor screen free of glare or shadows?	☐	☐
Are images on the screen sharp, easy to read, and without flicker?	☐	☐
Is there a document holder if documents are frequently used?	☐	☐

Ergonomic Self-Assessment Form

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☐ Shady Grove Adventist Hospital
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Miscellaneous

Are vials easy to cap and thread?	☐	☐
Are heavy items stored on lower shelves (at or below waist height)?	☐	☐
Are chemical and gas valves easy to reach and operate?	☐	☐