

Michigan Municipal Workers' Compensation Fund Safety and Health Resource Manual

Sample Policy Statements

Sample A: General Ergonomics Policy

[Name of Municipality] has a strong commitment to achieving our mission while protecting our most valuable resource -- our employees.

We believe that we must change or modify tools, machinery, work stations and work practices whenever practical and feasible to our employee.

[Name of Municipality] strives to support and promote cooperation in the study of jobs and the modification and improvement of stressful tasks so all employees can enjoy a safe and healthful place of work.

(Signed)

Sample B: VDT Ergonomic Policy

In accordance with our safety program, [Name of Municipality] strives to provide its employees with a safe and comfortable work environment. To meet this goal, we are communicating information regarding safe video display terminal use.

Media coverage of VDT-related health issues is increasing. You may have read information relating to VDT health issues printed in newspapers, magazines, and other publications. Furthermore, the US Department of Labor has indicated injuries from video display terminal use will top the list of occupational diseases for the 1990's.

To address VDT health related issues, [Name of Municipality] is implementing an ergonomics work group. The work group has the authority and responsibility to address ergonomic issues in the work environment. Additionally, we expect each individual and supervisor to assist the ergonomic work group and [Name of Municipality] in their efforts to create as well as maintain a comfortable and productive workplace for our employees.

Sample C: Statement of Roles & Responsibilities

For our ergonomics program to be effective, all employees must understand their roles and responsibilities.

All employees should:

- Be aware of ergonomic issues. These include:
 - Correct body positioning
 - Basic furniture and equipment adjustments
- Be responsible for comfort at their workstations.
- Ask for help when they need it.
- Report discomfort to their supervisors and/or ergonomic work group and/or medical department.
- Report the needs for repairs to their supervisors or other appropriate persons.

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Supervisors should:

- Be aware of ergonomic issues. These include:
 - Correct body positioning
 - Basic furniture and equipment adjustments
- Observe employees at work evaluate workstation configuration.
- Offer recommendations and/or adjustments when necessary.
- Refer difficult situations to the ergonomics work group for individual assessment.

The Ergonomic Work Group should:

- Conduct initial ergonomic awareness training for current employees and all new hires.
- Conduct follow up training sessions as necessary.
- Perform individual workstation assessments for employees who experience or report discomfort.
- Coordinate workstation adjustments with the appropriate resources and serve as a consulting resource.