

Policy: AD-06-33

Policy Title: Ergonomics Policy

Policy Purpose: Provide guidelines on understanding and identifying ergonomics

Implementation Date: 08/24/2006

Revision Date: N/A

TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT

ERGONOMICS POLICY

Ergonomics is defined as: The design of the working environment, to ensure the best use of an individual's capabilities. The Westfield Public Works Department (WPWD) is committed to preventing injuries associated with ergonomic hazards. Ergonomic hazards may be found in the design of work tasks, equipment used and the working environment. This policy has been created to set forth guidelines on understanding ergonomics and to identify ergonomic hazards in the workplace.

It is the responsibility of the WPWD Director, managers and supervisors to consult with employees and:

- Ensure ergonomic hazards relating to poor design of tools, equipment, work station or work practices are identified and the associated risks controlled.
- Ensure that all employees have been provided with adequate equipment for tasks undertaken.
- Ensure that employees have had information, instruction or training provided in the use of equipment and work practices.
- Encourage and reinforcing proper working techniques.
- Encourage early reporting of any injury or symptoms.

It is the responsibility of the WPWD Employees to:

- Ensure they understand information and instructions provided.
- Participate in training as provided.
- Correctly use equipment provided.
- Follow proper working techniques.
- Notify supervisor (in writing) of any potential ergonomics hazards.

Training in ergonomics will be provided to all personnel on an annual basis. Special training on ergonomics can be scheduled by appointment with the Safety and Loss Control Coordinator.



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