



## City of St. John's Corporate and Operational Policy

**Policy:** 03-07-40 Ergonomics Policy

**Status:**

**Issued By:** Human Resources

**Revision No:**

**Revision Date:**

**Date of Original Council**

**Approval:** 2009/11/09

**Rescind Date:**

**Index:** 03 Human Resources

**Section:** 07 Health and Safety

**Title:** 40 Ergonomics Policy

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### **Purpose**

To promote awareness of ergonomics so that work is both safe and efficient.

### **Policy Statement**

- Ergonomic principles shall be incorporated at all work sites. The City shall recognize factors in the workplace that may expose employees to possible musculoskeletal injuries.
- The City shall evaluate the ergonomic risks and implement corrective measures to eliminate or reduce the risks to a level that is as low as is reasonably practical.

### **Definition:**

**Ergonomics:** The science of designing the job, equipment and workplace to fit the worker. Proper design is necessary to prevent repetitive strain injuries which can develop over time and lead to long term disability.

### **Responsibilities:**

**Directors shall:**

- establish a safe, functional and effective work environment;
- support the Ergonomics Program and ensure their Managers, Supervisors and employees adhere to the ergonomic requirements regarding budgetary allotment, purchasing, education, awareness and corrective actions.

**Managers shall:**

- ensure that ergonomic features of equipment, tools and workstations are considered in the tendering and purchasing process;
- identify ergonomic issues as part of the Hazard Assessment and develop corrective actions;
- develop safe work procedures to address ergonomic issues;
- document information regarding ergonomic hazards and reference this information when purchasing future materials/equipment;
- consult with Employees, Employee Wellness staff and other resources on methods to address ergonomic issues;
- review outstanding ergonomic issues as required.

**Supervisors shall:**

- work with their Employees to design methods of performing safe, efficient and quality work;
- document identified poorly designed worksites and tasks;
- facilitate modification of worksites and equipment to eliminate or decrease ergonomic hazards where the modifications do not violate equipment warranties;
- investigate ergonomic concerns;
- ensure safe work procedures incorporate ergonomic principles;
- ensure employees are trained in the ergonomic control measures;
- monitor control measures to determine their effectiveness;
- participate in ergonomic education sessions.

**Employee Wellness Division shall:**

- provide advice, guidance and support in the identification and resolution of ergonomic issues;
- arrange for ergonomic assessments, upon request;
- develop and deliver ergonomic education sessions;
- provide feedback to the Ergonomics Committee.

**Employees shall:**

- identify and report ergonomic hazards and concerns immediately;
- assist their Supervisor in the development and implementation of control measures;
- participate in field testing of products and services (e.g. equipment, chemicals, PPE etc.) and provide feedback in the selection process.

**Property Management Division shall:**

- consider ergonomics when building, renovating or redesigning a work area;
- consult with the Employee Wellness Division prior to making any modifications to workstations or offices.

**Ergonomics Committee shall:**

- promote and encourage proper ergonomic practices;
- review this policy on an annual basis and revise as required;
- offer advice and guidance, upon request, regarding ergonomic issues.

**Purchasing Division shall:**

- reference appropriate legislation and accepted industry occupational health, safety and ergonomic standards and guidelines, where appropriate, in quotation requests and tenders;
- confer with user departments, where applicable, during the purchasing process to ensure that all health, safety and ergonomic issues have been identified and addressed.

**Application**

**Responsibilities**

All employees.

**Definitions**

**References/Appendix**

**Monitoring and Contravention**

**Approvals**

Finance and Administration Standing Committee report – October 28, 2009; Regular Meeting of Council – November 9, 2009.

**Review Period**

**Available to Public**

- ☐ Yes
- ☐ No

