Baptist Health South Florida

POLICY NO.: BHSF-3360

☑ Administrative
☐ Departmental

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POLICY TITLE:
Ergonomics Program Guidelines

SUMMARY & PURPOSE:
Baptist Health is committed to providing a safe environment for our employees to work. Ergonomics plays a proactive role in ensuring a safe environment.

POLICY:
The goal of the Ergonomics Program is to prevent or reduce the occurrence of work-related musculoskeletal disorders (MSDs). MSDs result from bodily reactions due to bending, climbing, crawling, reaching, or twisting, as well as overexertion and repetitive motion. Ergonomic consultations are available through the Ergonomics Department. Employees are responsible for reporting any signs or symptoms of repetitive strain to their leader and Employee Health Services.

SCOPE/APPLICABILITY:
Applies to all Baptist Health employees.

PROCEDURES TO ENSURE COMPLIANCE:
1. Orientation Process:
   Employees are introduced to the Ergonomics Program and informed of the process for reporting injuries during New Employee Orientation.

2. Process to Request Ergonomic Assessment:
   a. Individual Worksite Assessment:
      An individual worksite assessment is initiated by going to the Baptist Health Intranet (Ergonomics webpage) and completing the electronic *Request for Worksite Assessment form.* All required fields must be completed by the requestor. It is the employee's responsibility to notify their leader regarding their ergonomic worksite assessment request. The online request may be initiated by the employee, Employee Health Services, or department leader. Upon completion of the electronic form, it will be forwarded to the Ergonomics Team via email notification. The Employee's leader will also be notified of the request via an automated email.. *Note that verbal requests will NOT be accepted, only written and/or electronic requests will be accepted.*
   b. Departmental Worksite Assessment:
      A worksite assessment request must be submitted in writing or via email (*Ergonomics-Resource*) to the Ergonomics Department if it involves multiple staff, a department or if trends in particular work activities are identified by the leader, Employee Health or the Employee Ergonomics Specialist/Therapists. Once the request is received by the Ergonomics department, an Ergonomics Representative will contact the appropriate staff to coordinate a visit to the work area and perform the assessment.

3. Ergonomic Assessment Process:
   The Employee Ergonomics Specialist/Therapists are responsible for prioritizing the requests and completing the assessment. In addition, the Employee Ergonomics Specialist/Therapists will:
   a. Request that online worksite request form be completed (if not done previously).
   b. Contact the employee to schedule a visit to their work area and perform a worksite risk assessment which includes, but is not limited to:
      i. Referral to ergonomic educational resources.
      ii. Observation of the tasks being performed.
      iii. Interview of the person(s) performing the tasks.
      iv. Assessment of any equipment used for the activity.
   c. Determine if there is risk associated with the task. Make recommendations for reduction of risk.
   d. Results of the Worksite Assessment are communicated to the leader and employee. An action plan is agreed upon by the leader and the Employee Ergonomics Specialist/Therapists and it is the responsibility of the leader to implement the action. If needed, an Ad-Hoc team may be formed to address the risks associated with the job task.
   e. The leader should inform department director if needed.
   f. The leader will notify the Employee Ergonomics Specialist/Therapists upon completion of the recommendations. The Employee Ergonomics Specialist/Therapists will conduct a follow-up after implementation of the recommendations to ensure that:
      i. The equipment, if any, has been properly installed.
      ii. The staff has been fully trained on the new equipment and/or process.
      iii. Process/procedural changes, if any, have been implemented appropriately.
      iv. The risk of injury has been fully addressed and minimized to the extent possible.

4. Ergonomics Related Equipment:
   a. Equipment required as a result of ergonomic recommendations for employees with a medical condition or qualifying disability may be covered by the ADA Accommodations account that is solely managed by the Ergonomics Department. Determination of items covered by this account and use of these funds will be at the discretion of the Ergonomics and Disaiblity Management team.

b. Medical documentation may be requested to support the need for reasonable accommodations for a medical condition or qualifying disability (Refer to policy HR 1500).
c. Items not covered under the ADA Accommodations account include, but are not limited to:
   - Equipment not recommended by Ergonomics;
   - Capital equipment;
   - Office renovation;
   - Office equipment/furniture upgrades;
   - Recommendations made as a result of departmental surveys requested by a manager.
d. Items not covered under the ADA Accommodations account are the responsibility of the leadership of the requesting department. Equipment purchases can be made from the current operating budget of the involved department. If funds are not available, the leader should include the equipment in the next budgeting period.

5. Record Management:
   All original Ergonomics documentation will be maintained in the Ergonomics Department in a secure location to maintain confidentiality. A copy of the Ergonomics Worksite Assessment documentation, including results/recommendations, will be sent electronically to the Employee Health Office to be placed in the employee's file.

SUPPORTING/REFERENCE DOCUMENTATION:
N/A

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:
- Request for Worksite Assessment electronic form (available thru the Baptist Health Intranet Ergonomics webpage)
- BHSF-HR1500 Accommodations for Applicants and Employees with Disabilities

ENFORCEMENT & SANCTIONS:
Violation of this policy may lead to disciplinary action, up to and including termination of employment.