Ames Procedural Requirements

APR 8715.1

Effective Date: 8/13/13
Expiration Date: 8/13/18

COMPLIANCE IS MANDATORY

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Ames Health & Safety Manual

Chapter 36 - Ames Ergonomics Program

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36.1. Overview

The goal of the Ames Ergonomics Program is to use sound ergonomic principles to reduce the number and severity of Musculoskeletal Disorders (MSDs) caused by exposure to risk factors in the workplace.

36.2. Responsibilities

36.2.1. The Safety, Health and Medical Services Division shall:

a. Evaluate workstations/worksites, as requested by management and/or the Ames Health Unit to determine ergonomic hazards and provide recommendations.

b. Provide training and information about ergonomic issues to increase awareness.

c. Maintain records of workstation evaluations.

36.2.2. The Ames Health Unit (AHU) shall:

a. Perform medical review/advise of Ames civil servants that report to the AHU if they are experiencing pain or discomfort that is related to the work environment.

b. Request a workstation evaluation ("Request for Ergonomic Evaluation" form) from the Safety, Health and Medical Services Division if deemed appropriate.

36.2.3. Supervisors shall:

a. Ensure employees report any pain or discomfort related to their workstations to first line management.

b. Send any civil servant employee experiencing symptoms that may be related to the work environment to the Ames Health Unit for reporting of their concerns and evaluation.

c. Ensure that employees are trained in ergonomics awareness.

d. Work to correct ergonomic hazards in the workplace when you become aware of them.

e. Provide appropriate personal protective equipment, furniture, input devices, etc., where needed or recommended by the Safety, Health and Medical Services personnel or physician.

36.2.4. Employees shall:

a. Attend ergonomics training; learn the signs and symptoms of MSDs.

b. Report persistent discomfort or pain associated with your workstation/work environment to your supervisor and the Ames Health Unit (civil servants report to ARC Health Unit, NASA contractors should follow their employers procedures for reporting and medical treatment).

c. Use appropriate personal protective equipment, furniture, input devices, etc., where needed or recommended by the Safety, Health and Medical Services personnel, physician or supervisor.
36.3. Training and Education

Ergonomics classes are offered periodically through the Safety, Health and Medical Services Division, and are available through NASA’s online training system (SATERN).

36.4. Workstation Evaluations

36.4.1. Ergonomic Evaluations

a. When an employee is seen at the Ames Health Unit for a possible work-related injury/illness, a "Request for Ergonomic Evaluation" form is sent to the ergonomics evaluator in the Safety, Health and Medical Services Division.

b. The ergonomics evaluator in the Safety, Health and Medical Services Division will contact the employee to schedule a workstation evaluation.

c. An ergonomic checklist will be completed by the ergonomic evaluator and sent to the employee's supervisor, the employee, and the Ames Health Unit.

36.5. Record Keeping

Records of workstation evaluations are maintained in the Safety, Health and Medical Services Division and the Ames Health Unit.

The following records will be maintained:

a. Request for Ergonomic Evaluation from the Ames Health Unit

b. Job and workstation evaluations/checklists

36.6. Computer Glasses Program

Computer glasses correct for mid-range vision and may be helpful for employees working at a computer.

36.6.1. Civil Servants ( Procedures to obtain computer glasses)

a. Follow the procedure below to obtain computer glasses:

1) Make an appointment with the ergonomic evaluator in the Safety, Health and Medical Services Division for a visit to complete the Ergonomics Program Vision Questionnaire and form ARC 169, Authorization for Safety Glasses. The employee will provide the completed forms to the Health Unit.

2) Make an appointment with the optometrist at the Ames Health Unit.

3) AHU recommends civil servants who have a current prescription (within the last year) bring it to the appointment.
36.6.2. Contractors

a. NASA contractors should follow their employer’s procedures for obtaining computer glasses.

Appendices

Appendix A: Definitions

**Cumulative Trauma Disorder** - injury of the musculoskeletal and nervous systems that may be caused by repetitive tasks, forceful exertions, vibrations, mechanical compression (pressing against hard surfaces), or sustained or awkward positions. Cumulative trauma disorders are also called regional musculoskeletal disorders, repetitive motion disorders (RMDs), overuse syndromes, repetitive motion injuries, or repetitive strain injuries.

**Musculoskeletal Disorder** - see cumulative trauma disorder

Appendix B: Acronyms

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<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ARC</td>
<td>Ames Research Center</td>
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<tr>
<td>CTD</td>
<td>Cumulative Trauma Disorder</td>
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<tr>
<td>MSD</td>
<td>Musculoskeletal Disorder</td>
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<tr>
<td>NASA</td>
<td>National Aeronautics and Space Administration</td>
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<tr>
<td>SATERN</td>
<td>System for Administration, Training, and Educational Resources for NASA</td>
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