

Manual Section <b>7</b>	Issue Date 03/17/16	Revision Date 01/01/24	Policy Number LLCP-067
	<b>Ergonomics</b>		

### **Purpose**

Ergonomics is the study of the relationship between people and their environment – especially the workplace. As a science, it seeks to adapt a worker’s conditions in order to ensure comfort and safety.

### **Scope**

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Valvemax, Sun Industries, Discovery Industries, Inc.; hereafter identified as “Company”.

### **General**

The long history of work has shown us that some daily activities in the workplace can, if carried out improperly, lead to a slow development of injuries to the human body. There are many reasons for these injuries. Repetitive movements over long periods of time, vibrations from machinery and improper arm or body support are common causes. Even standing still for long periods or moving in awkward ways can be damaging.

These often overlooked habits can result in Cumulative Trauma Disorders\* such as Carpal Tunnel Syndrome, Tenosynovitis, Tendinitis and various back problems.

Ergonomic-related injuries are usually to the upper area of the body. Nerves, muscles, blood vessels and ligaments in the hands, wrists, arms, and shoulders are most commonly affected. Simple care and planning by employees and minor changes by management can reduce ergonomic injuries. These simple changes can lead to a job environment that works with the body rather than against it.

### **Fatigue and Repetition – How it effects your body**

Fatigue or tiredness in muscles and/or joints is your body’s way of telling you to change your pattern of working. Doing the same motion over and over or using certain types of positions or grips can cause pain and inflammation. Some of the most common inflammations are:

- Tendinitis – inflammation of the tendons. Can be caused by performing repeated motions incorrectly or in an awkward position.
- Tenosynovitis – a condition in which both the tendon and its covering become inflamed. Can be caused by improper or repetitive bending of the wrist.
- Carpal Tunnel Syndrome – painful squeezing of the median nerve in the wrist. Causes loss of grip, muscle pain, weakness, and numbness in the thumb and first two fingers.

### **Lower the Risk**

To reduce your risks of these and other Cumulative Trauma Disorders avoid or minimize these physically straining activities:

- Repetitive twisting movements, usually in combination with poor body position.
- Exposure to cold, combined with repetitive motions.
- Excessive standing, with no chance to lean, sit, or comfortably reposition body.

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- Holding arms with no support.
- Hand operation of vibrating machinery.
- Repetitive physical force using shoulders, arms, legs, and back.
- Repetitive motions using a bent wrist.

### **Ergonomic Job Analysis**

It's up to everyone to help identify poor ergonomic practices in the workplace. Managers, supervisors, employees, engineers, and health professionals should work as a team to correct existing ergonomic problems.

### **Points of Analysis**

When analyzing a specific job for ergonomic problems, the following points must be considered:

- Weight of objects being handled.
- Body positions.
- Repetitions of certain movements or tasks.
- How workers grip objects.

## **ERGONOMIC PROGRAM**

### **Management Leadership and Employee Participation**

Management shall provide the resources necessary to manage and implement workplace modifications and training. Employees shall participate through the Safety Suggestion / Hazardous Incident Reporting Process or by communication problems or concerns to the HS&E Department. Management shall not allow policies or practices that discourage employees from making reports and recommendations or from participating in the program. When an employee reports signs or symptoms of a Muscular Skeletal Disorders (MSD), medical treatment protocols will be established by the company physician.

### **Hazard Information & Reporting**

Management and employees shall identify muscular skeletal disorders (MSDs) and MSD hazards in manufacturing and manual handling operations, and other jobs that cause MSDs. Management shall provide information about MSDs and their hazards to all employees, conduct hazard identification and provide information periodically.

### **Job Hazard Analysis and Control**

Management and employees shall analyze problem jobs. If there are MSD hazards in those jobs, management and the employee shall work towards implementing measures to eliminate or control the hazards to a feasible extent.

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### **Training**

Management shall provide education and training on the ergonomics program and MDS hazards periodically, but at least every three years. The training will be at no cost to employees and shall include the following:

- Recognition of MSD signs and symptoms and the importance of early reporting.
- Reporting of MSD signs, symptoms and hazards and information on making recommendations.
- MSD hazards in employees' jobs and the general measures that must be followed to control those hazards.
- Job-specific controls and work practices that have been implemented in employees' jobs.
  - The ergonomics program and the employees' role in it.
  - The requirements of the ergonomics standard.

### **Program Evaluation**

Evaluate the ergonomics program and controls periodically, but at least every three years, to ensure that they comply with the standard.