

LAUNCHING EFFECTIVE ERGONOMICS COMMITTEES

PURPOSE

What is the overall purpose of this committee?

AREAS OF RESPONSIBILITY FOR THE COMMITTEE

- Training
- Advanced Planning
 - Review/analyze new machines, tools, workstations, processes etc. prior to installation or implementation.
- Job Analysis
 - Anthropometry
 - Awkward Postures
 - CTD's
- Review of 300 Logs
 - Washington State Cost Benefit Calculator integration to this process
- Incident Investigation

OVERARCHING GOALS

- Provide education on all aspects of ergonomics to committee members and facility employees.
- Involvement in approval process of new installations and/or processes.
- Reduce Ergonomics related injuries/illnesses by "X"%.
- Investigate/Identify Ergonomics issues to prevent recurrence.

DOES YOUR COMMITTEE HAVE A BUDGET?

- Can Committee actually fix issues or just make recommendations?

COMMITTEE MAKEUP (WHAT DEPTS. HAVE A SEAT AT THE TABLE?)

Ideal makeup:

Management

| | |
|--------------------------|-----------------------------|
| • Plant/Facility Manager | • Purchasing |
| • Operations Management | • Safety |
| • Advanced Planning | • Manufacturing Engineering |

Union

| |
|---|
| • Union Safety Chairman |
| • Subject Matter Expert for each job class (ie Machining, Assembly, Maintenance, Materials, etc.) |
| • Ergo Rep |

COMMITTEE MEMBERS

- Selection Process:
 - Recruit volunteers
 - Appointment by union and management leaders
 - Election by front-line workers
 - Some combination of all 3?
- How long will committee members serve?
- Will committee members have alternates?
 - If so, how are alternates selected?
- Onboarding of new committee members
 - Process
 - Scope
 - Length
- Training
 - How is training obtained?

COMMITTEE MEMBERS' ROLES

- Management Chair, Union Chair, Recording Secretary
 - Selection process
 - Election by committee members
 - Appointment

MEETINGS

- Structure
- Frequency
- How are group decisions made?
- Defined quorum
- Standard agenda items:
 - Review published agenda, set time for items, approve previous meeting's minutes
 - Updates
 - Projects-in-Process Reports
 - Current issues and planning
 - Old business
 - Parking Lot review
 - New Business
 - Wrap-up – “Homework” review

COMMUNICATION

- How will committee communicate with others in the facility on their progress/accomplishments? (ie Email blasts, Newsletters, Site Communication, etc.)

WALKAROUND INSPECTIONS

- Frequency outside of planning and investigations
- Tools available to committee for inspections/investigations
 - Goniometer
 - Diomometer
 - Push/Pull Tools
 - Tape measure
 - “Plumb Bob”
 - Camera