

General Industry Safety





Ergonomic Survey Report



TRISTAR
RISK MANAGEMENT

April 2, 2002

Margaret Didinger
Office Manager, G.I. Lab
ACME Technology
1000 Street Avenue.
Los Angeles, CA 90231-5210

SAMPLE

RE: Ergonomic Survey

Dear Margaret,

Through a request from Loretta Smith to George Samples in Human Resources, I was able to conduct an ergonomic survey of Loretta's computer workstation yesterday. After initially obtaining information such as to her daily work schedule, and the approximate time she spends working on the computer, I observed her working on her two computers for a few minutes, noting her typing technique and body posture. Several ergonomic risk factors were identified.

Findings:

Monitor screens for both of her computers were placed at opposite sides of the desk causing her to twist her body, (neck, shoulder, and back) frequently during her work shift.

Monitor screen heights were set too high for her as she wears bifocals, and this causes her to make repeated up and down head movements when looking at the computer screens.

The keyboard and mouse for both computers were set at a different height, causing frequent, and repetitive arm and shoulder raising movements.

The keyboard for the main hospital computer was placed too high, as it is set into the desktop keyboard drawer, placing her wrists at an improper angle when she types.

The main computer and keyboard were placed too far to the right of her desk, above the drawers, blocking legroom and limiting her ability to sit comfortably, or extend her legs. This also contributes to frequent twisting of her back and torso, promoting poor seating posture.

Actions taken during survey:

- 1- Her desk was rearranged so that the desktop keyboard drawer and monitor stand, for the main hospital computer was removed. This lowered this monitor's height to a more comfortable level reducing up and down head movement. This monitor was also moved closer to the other monitor, to reduce twisting of the back, upper body and neck.
- 2- Keyboard height was reduced by placing it on the desktop, and right in front of the main work area to further reduce frequent twisting of her upper body.
- 3- The telephone was moved to the right side of the desk, to reduce over reaching.
- 4- The two mouse controllers were also placed next to each keyboard to eliminate frequent arm/shoulder raises, and over reaching.
- 5- Legroom was created by moving the keyboard to the left side, away from drawers under the desk.

Sincerely,

Loss Control Manager





XYZ COMPANY ACCIDENT REVIEW PROGRAM

Overview

This program has been designed with the intent to maintain a safe workplace and avert accidents at XYZ Company. It is the company's desire to do this by addressing conditions, which recent history indicates, are causing employee injuries. The program will address these instances through a review process, applying to all employees. It should be made very clear that the process has not been established to discriminate against workers for having accidents. Rather, it is an attempt to set an agenda for the review of frequent accidents by the same employees over relatively short periods; with the hope of creating awareness and averting continued injury to that employee and/or others.

Accident Review Process – Who?

The Program *must* apply to all employees.

Accident Review Process – When?

The process starts when any employee sustains two or more time-loss injuries in any 90day period. Incidents relating to job caused *diseases* are exempt.

Accident Review Process – How?

Ideal: The process starts when the second time-loss accident occurs.

1. Review Board regularly screens accidents.
2. Once the Review Board determines which employees have qualified, arrangements are made to bring that employee in for a review conference.
3. The conference attendees should be the employee, Review Board members, employee's supervisor and other managers as deemed appropriate.
4. In a non-intimidating fashion, a brief review of the two or more accidents shall be made, followed by asking the employee if there is anything they feel XYZ Co. might do to reduce the potential for further similar accidents.
5. Any suggestions by the employee, supervisor or Board should be discussed, recorded and acted upon, if possible. Continued contact and follow up with the employee regarding conference findings and plans of action that may be necessary.





XYZ Company

**Workers' Compensation
Claims Analysis Report**

SAMPLE

System-Wide

**1st Quarter FY 02
(10/1/01 – 12/31/01)**

Report Prepared by:

Loss Control Manager

TRISTAR Risk Management

1/21/02

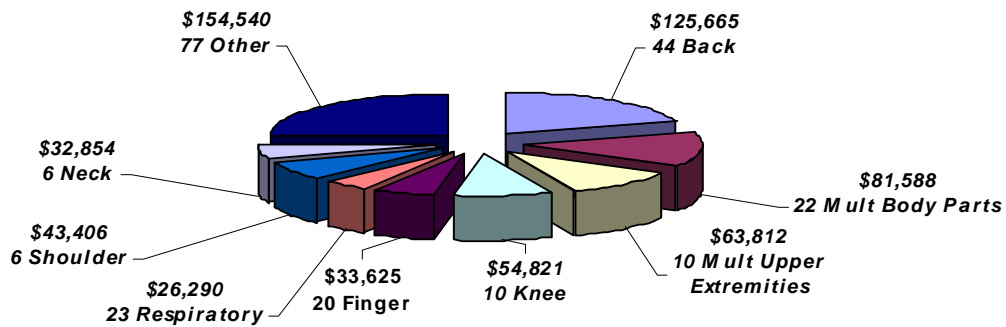


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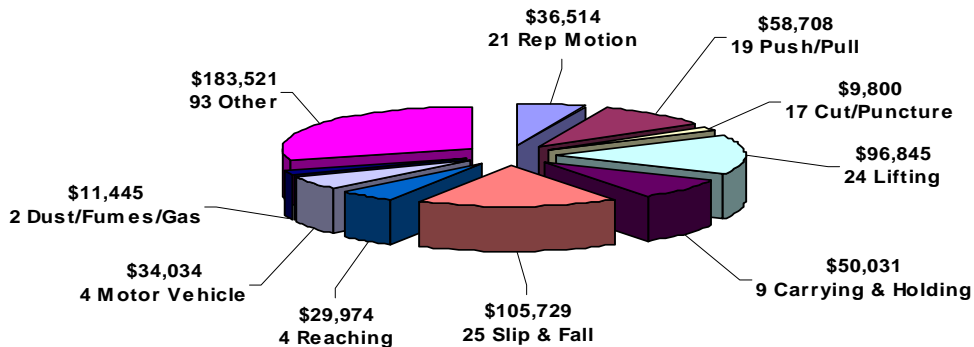


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XYZ System Wide Workers' Compensation Claims Frequency & Severity by Body Part 1st Qtr 2002



XYZ System Wide Workers' Compensation Claims Frequency & Severity by Kind of Accident 1st Qtr 2002





Claims Analysis Reports

SAMPLE



**XYZ Back Injury Cost
as a % of Total by Business Unit
1st QTR FY01 vs. FY02**

