

# AUDIT

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# Introduction

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The Ergonomics Plus Audit is based on our comprehensive system for MSD & Injury Prevention. Over the past 20 years, we have found that when this program is fully implemented, MSD and related injuries can be drastically reduced, with the ultimate goal of elimination of MSD from the workplace.

By completing this audit, you will find out where your facility stands and gain an understanding of the components of a “best in class” injury prevention program – establishment, education, early intervention, ergonomics and evaluation.

## ESTABLISHMENT

Establishment focuses on containing costs, improving employee health, and enhancing labor relations through early intervention. The earlier an employee relates symptoms or fatigue, the less the case will cost, and the sooner the causative risk factors can be identified and addressed.

## EDUCATION

Education ensures the workforce is aware of behavioral risk factors at work and at home. This awareness motivates employees to accept responsibility for adopting healthier work habits and lifestyle. Education also ensures that supervisors, managers and technical staff members understand the importance of early intervention, and the benefit of using sound ergonomics principles in the design of work, and the purchasing of equipment and tooling.

## EARLY INTERVENTION

Early intervention focuses on improving employee health through proactive management of MSD signs. When early action is taken to address an employee's report of fatigue or discomfort, causative risk factors can be identified and principles of prevention can be employed to resolve the employee's discomfort.

## ERGONOMICS

Ergonomics identifies ergonomics opportunities to eliminate job-related MSD risk factors using an ergonomic evaluation process. Management and employees should work together to prioritize and develop solutions for ergonomic risk factors. Process should ensure that all new job tasks are designed with ergonomics in mind.

## EVALUATION

Conduct periodic review of the ergonomic risk factor analysis and control process to determine whether MSD risk factors are being reduced or eliminated. Compare MSD rate and cost data with baseline to see if frequency and severity has decreased.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Total # Employees: \_\_\_\_\_

Position: \_\_\_\_\_

What are MSD's costing your facility on an annual basis (please enter "total cost" amount)

[MSD Cost Calculator.](#) \$ \_\_\_\_\_

## Establishment

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### **1. Have responsibilities for setting up and managing the MSD (musculoskeletal disorder) prevention process been assigned and communicated?**

It's important that managers and employees know what is expected of them and how upper management will hold them accountable for meeting those responsibilities. In addition, a single individual should be identified to lead and facilitate the MSD prevention process.

*How can this be accomplished?*

- » Identify a person who is responsible for the MSD prevention process.
- » Develop written guidelines which can be used to assign and communicate responsibilities.
- » Incorporate MSD prevention process responsibilities into annual review process for managers, supervisors, and other employees with ergonomic program responsibilities.

*How will this be verified by the audit?*

- » Interview management to see how responsibility is assigned and communicated.
  - Name of responsible party: \_\_\_\_\_
- » Examine written program.
  - Does a written set of guidelines exist? \_\_\_\_\_
- » Examine annual review documentation.

- Are MSD prevention process responsibilities included in annual review documentation? \_\_\_\_\_

## **2. Is there a written guideline for the MSD prevention process?**

Written guidelines are a great way to insure that everyone is on the same page with respect to the MSD prevention process.

*How can this be accomplished?*

- » Management can use the Ergonomics Plus template to determine and document written guidelines for MSD prevention that will work best for your facility.

*How will this be verified by the audit?*

- » Interview upper management.
  - Are members of upper management aware of written guidelines? \_\_\_\_\_
- » Examine written guidelines.
  - Does a document with written guidelines exist? \_\_\_\_\_

## **3. Do managers, supervisors, ergonomics team members and employees know what is expected of them and how they will be held accountable for meeting those responsibilities?**

It's one thing to have established written guidelines for the MSD prevention process, but it's another thing that employees actually know and understand what is expected of them and how they will be accountable.

*How can this be accomplished?*

- » Communicate responsibilities of the ergonomic program via the written program, other written correspondence, and verbal communications such as staff and plant meetings.
- » Provide additional information and training about the MSD prevention process responsibilities.
- » Ask employees to insure that they understand what is expected of them.

*How will this be verified by the audit?*

- » Examine written guidelines and other correspondence.
  - Does a document with written guidelines or other verified correspondence exist?  
\_\_\_\_\_
- » Interview managers, supervisors, ergonomics team members and employees.
  - Are managers, supervisors, team members, & employees aware of their responsibilities? \_\_\_\_\_

**4. Have all responsible persons (above) been provided with the authority, resources, information and training necessary to meet their responsibilities?**

Those responsible for the MSD prevention process should be given the authority and resources that are needed to make the prevention process successful.

*How can this be accomplished?*

- » Appropriate money in the budget to purchase materials and services.
- » Provide for adequate personnel to achieve goals and objectives.
- » Provide adequate work time needed to meet the responsibilities.

*How will this be verified by the audit?*

- » Review budget to see if MSD prevention process has adequate funding.
  - Does budget include adequate funding? \_\_\_\_\_
- » Examine written guidelines and other correspondence.
  - Does a document with written guidelines or other verified correspondence exist?  
\_\_\_\_\_
- » Interview managers, supervisors, ergonomics team members and employees responsible for MSD prevention process.
  - Do all parties feel as though they are provided with the authority and resources necessary for a successful program? \_\_\_\_\_

**5. Is a MSD prevention and ergonomic evaluation specialist employed or contracted to provide expertise, support, and direction of the MSD prevention process?**

Employing or contracting a MSD prevention and ergonomic evaluation specialist adds great value to the MSD prevention process. This specialist is a great resource for MSD prevention training, ergonomic analysis, early intervention and prevention consultations, and overall support and direction of the MSD prevention process.

*How can this be accomplished?*

- » Employ or contract an MSD prevention specialist with necessary education, experience and certification (CPE, CEA, CEES, CEAS, etc.) to insure adequate technical support and direction of the MSD prevention process.

*How will this be verified by the audit?*

- » Interview managers, supervisors, ergonomics team members and employees to see if a MSD prevention specialist has been identified and is provided adequate time to meet responsibilities.
  - Do all parties acknowledge MSD prevention specialist is provided adequate time? \_\_\_\_\_
- » Interview MSD prevention specialist.
  - Does MSD prevention specialist feel as though they are allowed adequate resources to implement a successful program? \_\_\_\_\_

**6. Has initial basic training on the MSD prevention process been performed for management, supervision, and engineers?**

Initial training for management, supervision, and engineers insures that principles of prevention and the MSD prevention process is understood and "buy in" is achieved for each group.

*How can this be accomplished?*

- » Formal classroom training.
- » Distribute MSD prevention process guidelines.

*How will this be verified by the audit?*

- » Training material review.
  - Does adequate training material exist? \_\_\_\_\_
- » Attendance records review.

- Do attendance records indicate all parties have attended initial basic training?  
\_\_\_\_\_
- » Interview managers, supervisors, and engineers.
  - Do all parties agree they have been properly trained on MSD prevention process? \_\_\_\_\_

**7. Has management leadership of and commitment to the MSD prevention process been communicated to all employees?**

Success of the MSD prevention process requires leadership from the top to build a prevention culture. Therefore, upper management should regularly communicate leadership of and commitment to the MSD prevention process.

*How can this be accomplished?*

- » Post or distribute a letter from the plant manager which may also be signed by upper management.
- » Communicate commitment to a injury and illness prevention culture at a plant wide meeting, departmental meeting, safety meeting, special meeting, or newsletter.
- » Distribute or post MSD prevention process guidelines.

*How will this be verified by the audit?*

- » Review of letter or posting.
  - Does a letter or posting exist? \_\_\_\_\_
- » Review documentation of such communication in meetings or newsletters.
  - Does documentation of regular communication exist? \_\_\_\_\_
- » Interview management and employees.
  - Do both parties feel as though management clearly communicates leadership and commitment to MSD prevention process? \_\_\_\_\_

**8. Is there regular communication (at least monthly) with employees about the MSD prevention process and about how MSD is prevented?**



Building a culture of prevention does not happen overnight, it takes repetitive communication and education regarding the principles of prevention. MSD prevention techniques should be reiterated at every opportunity.

*How can this be accomplished?*

- » Formal training
- » Newsletters & publications
- » During pre-shift stretching time
- » During start-up meetings
- » Management & Safety meeting

*How will this be verified by the audit?*

- » Review of training materials.
  - Do training materials exist? \_\_\_\_\_
- » Review documentation of such communication in meetings or newsletters.
  - Does verified documentation of regular communication exist? \_\_\_\_\_
- » Interview management and employees.
  - Do both parties feel as though there is regular communication about the MSD prevention process and how MSD is prevented? \_\_\_\_\_

**9. Have employees received adequate information about the MSD prevention process, and have employees been involved in developing, implementing, and evaluating the elements of the process?**

Having informed and involved employees is a key to an effective MSD prevention process. When employees are involved in the process, there is better "buy in" and employees are more likely to accept the responsibilities that they have for their own health and wellness.

*How will this be accomplished?*

- » Employee representatives serve as members of the ergonomics team.
- » Employees participate in the ergonomics team training course.
- » Employees participate in the development of the MSD prevention process charter, which will establish and define the goals of the team, assign responsibilities of the team, and outline the methods and benefits of achieving these goals.

- » Employee surveys can be conducted to allow participation in the priority and direction for each element of the MSD prevention process, as well as the evaluation of the process.
- » Employees can be encouraged to offer opinions and suggestions via the company's "ideas or suggestion" program.

*How will this be verified by the audit?*

- » Review any documentation regarding employee involvement.
- » Interview management and employees.

**10. Have injury/illness reporting logs and workers compensation records been reviewed to help prioritize and develop a "game plan" for the MSD prevention process, and to establish and document MSD reduction goals related to MSD cases, MIR, lost/restricted workdays, and costs?**

Taking the time to conduct a complete review of MSD history (at least 3 years) is an important and necessary initial step to help prioritize & give direction to the MSD prevention process.

*How will this be accomplished?*

- » Review OSHA 300 logs
- » Review workers compensation cost data
- » Review other data related to injuries and MSD

*How will this be verified by the audit?*

- » Review documentation regarding this review.
  - Does documentation exist that indicates regular reviews take place regarding the MSD prevention process and goals for the program? \_\_\_\_\_
- » Review documented MSD prevention process priorities and direction based upon the MSD history review.
  - Does documentation exist that indicates changes in priorities and direction based on MSD history review? \_\_\_\_\_

**11. Has a mandatory pre-shift warm-up exercise program been established and implemented?**

Multiple studies indicate that warm-up stretching in the workplace is beneficial in reducing muscle-related discomfort and MSD, demonstrate the physiological benefits of stretching, and conclude that stretching should be part of an overall injury prevention program.

*How will this be accomplished?*

- » A pre-shift stretching program will be established.
- » The stretching program routine will be developed by an injury prevention specialist keeping in mind the demands of the job.
- » Training regarding the benefits will be conducted for all employees.
- » Training for stretch group leaders will be conducted.

*How will this be verified by the audit?*

- » Review stretching program routine.
  - Does a sufficient stretching program exist? \_\_\_\_\_
- » Observation of stretching routine.
  - Is the stretching routine properly conducted and performed?
- » Interview leaders and employees.
  - Do both parties feel as though the stretching program is used effectively?  
\_\_\_\_\_

**Additional notes regarding establishment of MSD prevention program:**

# Education

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## **12. Have training programs been developed and implemented for management leadership, ergonomics team, engineers, supervisors and employees?**

Educating employees about MSD prevention is an investment in employee health and productivity. Education ensures the workforce is aware of behavioral risk factors at work and at home. This awareness motivates employees to accept responsibility for adopting healthier work habits and lifestyle.

*How will this be accomplished?*

- » Formal classroom training conducted by a MSD prevention specialist.
- » Individual "one on one" consultations between employee and specialist.

*How will this be verified by the audit?*

- » Training material review.
  - Do proper training materials exist? \_\_\_\_\_
- » Attendance records review.
  - Do proper attendance records exist? \_\_\_\_\_
- » Interview managers, supervisors, and engineers.
  - Do all parties acknowledge that training programs have been developed and implemented? \_\_\_\_\_

## **13. Has a schedule for employee classroom training been established, and is the facility on or ahead of this schedule?**

MSD prevention training can be implemented and prioritized by department. Education and training provides employees with the necessary tools and knowledge to prevent MSD from occurring. Educated decisions require education. Employees will feel involved in their work and workplace, and empowered to manage their health and wellness.

*How will this be accomplished?*

- » Develop and implement a schedule for employee classroom training.

*How will this be verified by the audit?*

- » Review training schedule.
  - Does training schedule exist? \_\_\_\_\_
- » Review training completion records.
  - Do review training completion records exist? \_\_\_\_\_

**14. Have employees received formal classroom and one-on-one follow-up training on a priority basis that includes information about proactive approaches to MSD management and prevention?**

Training programs should seek to educate and motivate employees to accept responsibility for adopting healthier work habits and lifestyle choices. The more fit the “industrial athlete” the better the work product produced, and the better the health status of the employee.

*How will this be accomplished?*

- » Formal classroom training conducted by a MSD prevention specialist.
- » Individual "one on one" consultations between employee and specialist.

*How will this be verified by the audit?*

- » Training material review.
  - Does training material exist? \_\_\_\_\_
- » Attendance records review.
  - Do attendance records exist? \_\_\_\_\_

**15. Have the objectives, attendance and results of each training program been documented?**

Effective training should have pre-determined objectives, and post training surveys can also be helpful to determine effectiveness and for continuous improvement.

*How will this be accomplished?*

- » Develop and implement written training objectives.
- » Develop and implement formal (written) or informal (interview) post-training survey to document and determine effectiveness of the training program.

*How will this be verified by the audit?*

- » Review training objectives.
  - Do training objectives exist? \_\_\_\_\_
- » Attendance records review.
  - Do attendance records exist? \_\_\_\_\_
- » Review post-training surveys.
  - Do post-training surveys exist? \_\_\_\_\_

**16. Have training programs been modified and improved based on a review of results if needed?**

Training programs can be improved by reviewing the results of formal (written) or informal (interview) post-training surveys.

*How will this be accomplished?*

- » Use post-training surveys to determine effectiveness and identify improvement opportunities.

*How will this be verified by the audit?*

- » Review training surveys.
  - Do training surveys exist? \_\_\_\_\_
- » Review improvement opportunities that were identified by the surveys.
  - Were improvement opportunities identified? \_\_\_\_\_

**Additional notes regarding education portion of MSD prevention program:**

# Early Intervention

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## **17. Has there been a documented examination of existing policies and practices to ensure that they encourage and do not discourage early reporting of fatigue/discomfort and participation in the MSD prevention process?**

Early preventive intervention is an important and effective education strategy to help employees prevent fatigue and discomfort that can turn into an injury or illness. This strategy encourages employees to seek and utilize self-help advice from injury prevention specialists before reaching a point where pain develops and functional capacity is affected to the extent that medical treatment is required. This ounce of prevention will often help employees avoid pain and functional loss, which is always the right thing to do.

*How will this be accomplished?*

- » Review and document the results of the review of policy and practice regarding early reporting to ensure that employees are encouraged to report fatigue/discomfort before medical treatment is necessary.

*How will this be verified by the audit?*

- » Examine documented review.
  - Does documented review exist? \_\_\_\_\_
- » Interview management and employees.
  - Do all parties feel as though employees are encouraged to report fatigue and discomfort? \_\_\_\_\_

## **18. Is there a policy that provides a clear way for employees to report excessive fatigue, discomfort, or MSD signs and symptoms?**

Employees should be encouraged to seek self-help advice to prevent MSD injury and illness, and company policy should provide a clear way for this to happen.

*How will this be accomplished?*

- » Adopt policies and practices which provide employees with self-help advice regarding MSD risk factors that may need to be addressed.
- » Procedures for early reporting will be included in the written program and communicated to all employees.

- » Documentation of the early reporting prevention consultations will be kept by the injury prevention specialist.

*How will this be verified by the audit?*

- » Examine policies and practices related to employee reports of fatigue/discomfort.
  - Do documented policies and practices exist relating to employee reports?  
\_\_\_\_\_
- » Interview supervisors and employees.
  - Do supervisors and employees feel as though employees have a clear way to report fatigue and discomfort? \_\_\_\_\_
- » Review procedures and documentation.
  - Are procedures and documentation sufficient evidence to suggest an effective process for employees to report fatigue and discomfort? \_\_\_\_\_

### **19. Do employees receive prompt responses to any report of excessive fatigue, discomfort, or MSD signs and symptoms?**

It's important that when employees report fatigue or discomfort, that prompt attention and response is given to them. If the employee has reached a point where pain and functional capacity is affected to the extent that medical treatment is requested, prompt attention to this request should be given.

*How will this be accomplished?*

- » Adopt policies and practices which provide employees with prompt self-help advice from an injury prevention expert, or medical evaluation and treatment if necessary.
- » Procedures for early reporting prompt response will be included in the written program and communicated to all employees.
- » Documentation of the early reporting prevention consultations will be kept by the injury prevention specialist.
- » A response will be made within one week of the receipt of the report.

*How will this be verified by the audit?*

- » Examine policies and practices related to response to employee reports of fatigue/discomfort.
  - Do policies and practices indicate an effective response to employee fatigue and discomfort? \_\_\_\_\_



- » Review documentation.
  - Does documentation for these policies and practices exist? \_\_\_\_\_
- » Interview supervisors and employees.
  - Do both supervisors and employees feel as though response to employee fatigue and discomfort is both prompt and effective? \_\_\_\_\_

**20. Is there a prevention specialist (outside contract or internal resource) regularly available to address early reports of fatigue and offer self-help guidance for employees who do not need a medical evaluation?**

When an employee requests self-help advice for any concern (related to work activities or not) and does not desire or request a medical evaluation, injury prevention specialists can consult with the employee to review and encourage a variety of prevention tools and techniques.

*How can this be accomplished?*

- » Employ or contract an injury prevention specialist with necessary education, experience and certifications to provide preventive self-help advice to employees.

*How will this be verified by the audit?*

- » Determine if an injury prevention specialist is regularly available.
  - Is there a designated injury prevention specialist made available to address employee reports of fatigue and discomfort? \_\_\_\_\_
- » Interview injury prevention specialist.
  - Does injury prevention specialist feel as though they are allowed adequate time to properly address each report? \_\_\_\_\_

**21. Has leadership assigned responsibility for the early reporting system and is this responsibility outlined in the written MSD prevention process policy?**

It's beneficial to identify a single individual to be responsible for the early reporting system of the MSD prevention process. This person will monitor and direct early intervention efforts, and act as the primary liaison with the injury prevention specialist.

*How can this be accomplished?*

- » Identify the person responsible for the early reporting system of the MSD prevention process.

*How will this be verified by the audit?*

- » Review written program responsibilities.
  - Does documentation for written program responsibilities exist? \_\_\_\_\_
- » Interview management.
  - Is there a member of management specifically responsible for the early reporting system? \_\_\_\_\_

**Additional notes regarding early intervention portion of MSD prevention program:**

# Ergonomics

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## **22. Is there a functioning ergonomics team with a charter that is multi-disciplinary and has both management and employee representation?**

A functioning ergonomics team is an essential part of an effective MSD prevention process. This team should be multi-disciplinary if possible and practical, consisting of employees from management and labor, engineering, maintenance, health and safety.

*How can this be accomplished?*

- » Identify the person responsible for the early reporting system of the MSD prevention process.

*How will this be verified by the audit?*

- » Review written program responsibilities.
  - Does documentation for written program responsibilities exist? \_\_\_\_\_
- » Interview management.
  - Is there a member of management specifically responsible for the early reporting system? \_\_\_\_\_

## **23. Have members of the ergonomics team received adequate training in the evaluation, recognition and control of ergonomic risk factors?**

The ergonomics team should receive training content consisting of MSD recognition, ergonomics risk factor identification, and ergonomic interventions and improvements.

*How will this be accomplished?*

- » Formal classroom training conducted by a MSD prevention specialist.

*How will this be verified by the audit?*

- » Training material review.
  - Does adequate training material exist? \_\_\_\_\_
- » Attendance records review.
  - Do attendance records exist indicating members of the ergonomics team have received adequate training? \_\_\_\_\_

- » Interview team members.
  - Do team members feel as though they have had adequate training? \_\_\_\_\_

**24. Does the ergonomics team have regularly scheduled meetings and are the actions of the team documented?**

Regular meetings are important to keep the MSD prevention process on track and to keep responsible parties accountable. Meetings should be held at least quarterly, with meeting notes taken and kept on file.

*How will this be accomplished?*

- » The ergonomics team will hold meetings to track progress at least quarterly.

*How will this be verified by the audit?*

- » Meeting minutes review.
  - Do documented meeting minutes indicate regular scheduled meetings with action documented? \_\_\_\_\_
- » Attendance records review.
  - Do documented attendance records indicate participation from all members of the team? \_\_\_\_\_
- » Interview team members.
  - Do team members feel as though regularly scheduled meetings are productive? \_\_\_\_\_

**25. Are ergonomics team members identified to employees as contacts for ergonomic concerns?**

Ergonomics team members should be identified and act as contacts/liaisons for employees to make suggestions and report any concerns related to ergonomic improvement.

*How will this be accomplished?*

- » The ergonomics team membership will be posted and published in company materials concerning health and safety.
- » Ergonomics team members are included in the team meeting minutes.
- » Ergonomics team meeting minutes are posted and/or published.

*How will this be verified by the audit?*

- » Review company postings and publications.
  - Do posting and publications indicate team members as contacts for ergonomic concerns? \_\_\_\_\_
- » Meeting minutes review.
  - Does documentation in minutes indicate team members identified as contacts for ergonomic concerns? \_\_\_\_\_
- » Interview employees.
  - Can employees identify members of the ergonomics team as contacts for their ergonomic concerns?

**26. Is there a system in place to handle employee concerns regarding ergonomics in a timely manner?**

Employees should have a way to express concerns about possible ergonomic risk factors and opportunities for improvement.

*How will this be accomplished?*

- » The ergonomics team representatives will be posted and published in company materials concerning health and safety.
- » Employee interviews are conducted and documented as a part of the ergonomic risk analysis process.
- » Employees are encouraged to express ideas or concerns to supervisors or ergonomic team members.
- » Employees may use employee suggestion program to make process or ergonomic improvement suggestions.

*How will this be verified by the audit?*

- » Review company postings and publications.
  - Do postings and publications indicate a system is in place to receive employee concerns regarding ergonomics in a timely manner? \_\_\_\_\_
- » Review employee suggestion program.
  - Is there an effective employee suggestion program in place? \_\_\_\_\_
- » Interview employees.

- Do employees feel as though they have an effective, timely avenue to express their ergonomics concerns? \_\_\_\_\_

## **27. Has a prioritized list of jobs for ergonomic analysis been developed?**

Based on initial and ongoing review of injury and MSD history, a prioritized list of jobs for ergonomic analysis should be developed to give the ergonomics team members direction.

*How will this be accomplished?*

- » Conduct initial review OSHA 300 logs and workers compensation cost data
- » Review employee surveys
- » Review other data related to injuries and MSD

*How will this be verified by the audit?*

- » Review documentation regarding this review.
  - Is there a documented list of jobs for ergonomic analysis that has been developed from a review of injury and MSD history? \_\_\_\_\_
- » Review the priority list that has been developed as a result of this review.
  - Does the priority list correctly identify and prioritize the top ergonomic concerns? \_\_\_\_\_
- » Interview ergonomic team members.
  - Are ergonomic team members aware of a priority list for ergonomic analysis? Can they name the top few items on the list? \_\_\_\_\_

## **28. Has a schedule for ergonomic analysis been established, and is the facility on or ahead of this schedule?**

Developing a schedule for the ergonomic evaluation process is necessary to insure that resources are appropriated toward high priority areas based on MSD history and employee surveys.

*How will this be accomplished?*

- » Develop a spreadsheet schedule for ergonomic analysis.

*How will this be verified by the audit?*

- » Review spreadsheet schedule for ergonomic analysis.
  - Is there a documented schedule for ergonomic analysis? Is the facility on or ahead of schedule? \_\_\_\_\_

## **29. Have appropriate control measures been implemented when ergonomic risk factors are identified?**

It's important for the MSD prevention process to assess and facilitate the implementation of feasible controls when ergonomic risk factors are identified. Engineering controls are preferred when feasible. When it's determined that engineering controls are not practical, then other controls such as administrative and work practice controls should be considered.

*How will this be accomplished?*

- » Assessment and implementation will be tracked and documented.
- » Employee consultations are performed and documented to determine whether the implemented controls have eliminated or materially reduced the ergonomic risk factors.

*How will this be verified by the audit?*

- » Review ergonomic assessment results and implemented controls.
  - Have the proper control measures been implemented in response to an identified ergonomic risk factor? \_\_\_\_\_
- » Interview ergonomics team and employees.
  - Do both the ergonomics team and employees feel as though proper control measures have been implemented? Can they point to a specific case? \_\_\_\_\_

## **30. Is there a schedule and tracking process for control measures?**

Developing a schedule and tracking process for MSD risk factor control measures is necessary for an effective MSD prevention process.

*How will this be accomplished?*

- » Include schedule and tracking of controls in the ergonomic spreadsheet.

*How will this be verified by the audit?*

- » Review spreadsheet.
  - Is there a documented spreadsheet that includes a schedule and tracking of controls? \_\_\_\_\_
- » Interview ergonomics team members
  - Are all ergonomic team members aware of this spreadsheet? \_\_\_\_\_

**31. Is there a documented review process for implemented controls to determine the effectiveness of controls?**

It's important to review the effectiveness of controls after they are implemented.

*How will this be accomplished?*

- » Affected employee consultations are performed and documented to determine if implemented controls have effectively eliminated or materially reduced the ergonomic risk factors.

*How will this be verified by the audit?*

- » Review employee consultation reports.
- » Do employee consultation reports indicate whether or not the implemented controls have been effective? \_\_\_\_\_
- » Interview affected employees.
- » Do employees feel as though the controls put in place have been effective? \_\_\_\_\_

**32. Are ergonomic risk factors included in job safety analysis?**

Ergonomic risk factors and any implemented engineering, administrative, and/or work practice controls should be included in the job safety analysis (JSA) process.

*How will this be accomplished?*

- » If a JSA has already been completed on a job that is being analyzed for ergonomic risk factors, a cover sheet will be attached to the JSA that lists the ergonomic risk factors and controls.



- » If a JSA has not been completed on the job at the time of the ergonomics evaluation, ergonomic risk factors and controls will be placed directly on the JSA form.

*How will this be verified by the audit?*

- » Review JSA forms.
  - Do JSA forms indicate that ergonomic risk factors are included in job safety analysis? \_\_\_\_\_

### **33. Are engineers trained in ergonomic design factors?**

Engineers and others involved in workplace design should receive training related to ergonomics risk factors, ergonomics interventions, and ergonomics design factors.

*How will this be accomplished?*

- » Engineers will be trained in ergonomic design factors.
- » Ergonomic evaluation tools are reviewed and provided.
- » Ergonomic checklists for new equipment/processes is reviewed and provided.

*How will this be verified by the audit?*

- » Training material review.
  - Is there sufficient training material to indicate proper training has taken place? \_\_\_\_\_
- » Attendance records review.
  - Do attendance records indicate regular training occurs? \_\_\_\_\_
- » Interview engineers.
  - Do engineers feel as though they have been properly trained in ergonomics design factors? \_\_\_\_\_

### **34. Do engineering ergonomics specifications exist for new and modified equipment, jobs, and processes?**

It's important to identify and evaluate ergonomic risk factors whenever new equipment is purchased or new processes are implemented.

*How will this be accomplished?*

- » Engineers responsible for new and modified equipment, jobs, and processes will utilize an ergonomic risk factor specification checklist.
- » Engineers will use the ergonomics checklist throughout the new product design and introduction process, as well as any operational changes.

*How will this be verified by the audit?*

- » Review procedure used when new equipment is purchased or new processes are implemented.
  - Is there a documented ergonomic risk factor specification checklist? \_\_\_\_\_
- » Interview engineers.
  - Do engineers display knowledge of the checklist and can verify it is used for new and modified equipment, jobs and processes? \_\_\_\_\_

### **35. Is ergonomic specification approval a requirement prior to purchase of new equipment and/or implementation of new processes?**

It's important to review ergonomic specifications whenever new equipment is purchased or new processes are implemented.

*How will this be accomplished?*

- » Engineers responsible for new and modified equipment, jobs, and processes will utilize an ergonomic risk factor specification checklist.

*How will this be verified by the audit?*

- » Verify that ergonomic risk factor specification checklist is being used whenever new equipment is purchased or new processes are implemented.
  - Does documentation of the use of an ergonomic risk factor specification checklist exist? \_\_\_\_\_
- » Interview engineers.
  - Can engineers verify that ergonomics specification approval is a requirement prior to purchase of new equipment and/or implementation of new processes?  
\_\_\_\_\_

**36. Is the ergonomics team and affected employees actively involved in new product development, production design, and changes to existing operations?**

It's important to involve the ergonomics team and affected employees when changes to existing operations or new processes are being considered and implemented.

*How will this be accomplished?*

- » Engineers will involve the ergonomics team in the new process and equipment review process.

*How will this be verified by the audit?*

- » Review procedure used when new equipment is purchased or new processes are implemented.
  - Is there a documented procedure in place to include the ergonomics team and affected employees in new product development, production design, and changes to existing operations? \_\_\_\_\_
- » Interview engineers.
  - Can engineers verify the ergonomics team and affected employees are included in this process? \_\_\_\_\_
- » Interview ergonomics team and affected employees.
  - Can ergonomics team members and affected employees verify that they are included in this process? \_\_\_\_\_

**Additional notes regarding ergonomics portion of MSD prevention program:**

# Evaluation

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## **37. Is an annual self-assessment of each element of the MSD prevention process conducted and the results documented?**

Periodic assessment of each element of the MSD prevention process should be conducted to insure that the process is being fully and effectively implemented.

*How will this be accomplished?*

- » The ergonomics team will conduct an evaluation of each element of the ergonomic program and document the results using the Ergonomic Plus MSD prevention self-assessment form.

*How will this be verified by the audit?*

- » Review assessment documentation
  - Does proper documentation exist? \_\_\_\_\_
- » Interview employees.
  - Can employees verify that there is an annual self-assessment of each element of the MSD prevention process is conducted and results are documented?  
\_\_\_\_\_

## **38. Is a review of each element of the MSD prevention process conducted by an outside auditor with documented results and recommendations at least every three (3) years?**

An outside assessment of each element of the MSD prevention process should be conducted at least every three (3) years to insure that the process is being fully and effectively implemented and to determine whether MSD risk factors are being materially reduced or eliminated.

*How will this be accomplished?*

- » An outside audit of each element of the ergonomic program will be completed and results will be documented.

*How will this be verified by the audit?*

- » Review assessment documentation
  - Does assessment documentation exist? \_\_\_\_\_
- » Interview employees.

- Can employees verify that an outside audit takes place every three years?  
\_\_\_\_\_

**39. Are employees consulted to assess their views on the effectiveness of the program and to identify any significant deficiencies in the program?**

Employees are consulted to assess their views on the effectiveness of the program and to identify any significant deficiencies in the program.

*How will this be accomplished?*

- » A written survey and verbal interviews of a select group of employees will be utilized to assess employees' views on the effectiveness of the program and identify program deficiencies.
- » Results from these surveys and interviews are documented and maintained.

*How will this be verified by the audit?*

- » Review assessment documentation
  - Does this documentation exist? \_\_\_\_\_
- » Interview employees.
  - Can employees verify that they are regularly consulted to assess their views on the effectiveness of the MSD prevention program? \_\_\_\_\_

**40. Is the number and outcome of the early intervention consultations tracked and documented?**

Early intervention consultations should be tracked to determine the effectiveness of the early intervention component of the MSD prevention process.

*How will this be accomplished?*

- » Analysis of early intervention consultation documentation by the prevention specialist will be reviewed at least annually.
- » Results of the early intervention consultations are documented and maintained.

*How will this be verified by the audit?*

- » Review early intervention documentation and results.

- Does proper early intervention documentation and results exist? \_\_\_\_\_
- » Interview employees.
  - Can employees verify that early intervention consultations are tracked and documented? \_\_\_\_\_

**41. Are MSD cases, lost/restricted days, MIR and costs documented and tracked apart from all other injuries and illnesses?**

The effectiveness of the MSD prevention process can only be evaluated if MSD cases are isolated from all other workplace injuries and illnesses.

(Note: Examples of "other injuries and illnesses" include: amputation, crush, laceration/cut, puncture, scrape, burn, fracture, foreign body, eye injury, poisoning, and heat exhaustion. Examples of "MSD cases" using the E+ definition would include: muscle/tendon pull/strain, lower back pull/strain, tendonitis or tenosynovitis, epicondylitis, carpal tunnel syndrome, DeQuervain's syndrome, thoracic outlet syndrome, and tension neck syndrome.)

*How will this be accomplished?*

- » MSD data should be tracked apart from all other injuries and illnesses and isolated through a Pareto analysis.
- » An analysis of MSD claims will be performed at least annually.
- » Results of this assessment is documented and maintained

*How will this be verified by the audit?*

- » Review MSD claim analysis method and documentation.
  - Does MSD claim analysis method and documentation exist? Are MSD cases, lost/restricted days, MIR and costs documented apart from all other injuries and illnesses? \_\_\_\_\_

**Additional notes regarding evaluation portion of MSD prevention program:**

# Results

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**42. Has the facility experienced reductions in MSD claims when compared to the 3 year average?**

*How will this be verified by the audit?*

- » Review MSD claim analysis method and results.

**43. Has the facility experienced reductions in MSD medical incident rate (MIR) when compared to the 3 year average?**

*How will this be verified by the audit?*

- » Review MSD MIR analysis method and results.

**44. Has the facility experienced reductions in MSD severity rate (as measured by lost time claims and total lost/restricted workdays) when compared to the 3 year average?**

*How will this be verified by the audit?*

- » Review MSD severity rate analysis method and documentation.

**45. Has the facility experienced reductions in MSD costs (can be adjusted for medical and wage cost inflation rates) when compared to the 3 year average?**

*How will this be verified by the audit?*

- » Review MSD cost analysis method and documentation.

**Additional notes regarding results of MSD prevention program:**

# ALL DONE. CONGRATULATIONS!

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Please record your answers in the Audit Excel Spreadsheet to calculate your final grade.