Phase 1 Command Information Briefing (Heads Up) - Sample Outline

1. Introduction

- Self and subcommittee members
- Purpose of briefing [e.g., (1) to inform Command on requirement for an ergonomics policy and the local plan for a program and (2) to request support and policy endorsement]

2. Ergonomics Policy Mandates

- OSHA General Duty Clause
- DUSD/ES Ergonomics Program Requirements Policy Memorandum
- DODI 6055.1, DoD Occupational Safety and Health Program
- ASA/IL&E Memorandum, 8 December 1998
- DA PAM 40-ERG, Ergonomics Program

3. What is Ergonomics?

- Basic definition/concepts
- Review ergonomic risk factors
- Review work-related musculoskeletal disorders (WMSDs)

4. Review Basic Elements of an Ergonomics Program

- Worksite analysis
- Hazard Prevention and Control
- Education and Training
- Health Care Management
- Program Assessment

5. Current Installation Ergonomics Program Status

- Key players identified, roles and responsibilities defined
- Subcommittee established
- Installation Ergonomics Policy under development
- Data analysis system developed and results of any preliminary data analysis
- Implementation plan (e.g., identify actions which must occur to establish program; local priorities or areas of concern)

6. Conclusion

- Ask for:
    - Endorsement and approval of local policy
    - Command support and commitment
    - Resource assistance (manpower/funding) - if can identify any resource needs at this point.

Phase 1 General Program Management: Supporting Documentation

Document 1 Description of steps in Phase 1.

Document 2 Department of Army Pamphlet 40-21, Ergonomics Program.

Document 3 Sample Outline of Command Informational Briefing (Heads Up). This outline provides an example of the points to cover in a command briefing or information paper informing the Command of ergonomics program requirements.

Document 4 DODI 6055.1, DOD Occupational Safety and Health Program requiring installations develop comprehensive ergonomics programs under the existing Occupational Safety and Health program.

Document 5 Chapter 1 of TG 220, Ergonomics in Action. This chapter outlines the responsibilities of the major players and provides some background information to use in briefings or information papers.

Document 6 WMSD Guide. This Guide provides an overview of cumulative trauma disorders (another term for musculoskeletal disorders), risk factors and some solutions. This Guide has proven useful in educating workers/soldiers, supervisors, management and Commanders about ergonomic issues. Local reproduction of the CTD Guide is encouraged.

Document 7 USACHPPM Fact Sheets. These publications also provide background information for the key players, upper management, supervisors and workers/soldiers. Local reproduction of these documents is encouraged.

Document 8 Elements of Ergonomics Programs (NIOSH). This publication is provided as a reference for the Subcommittee. The first section of the document provides an overview of program management, structure and issues. The second section provides guidance and ideas for each of the critical program elements. Subsequent phases in this implementation program will refer to chapters in this document when developing each element.

Phase 1. General Program Management

In this phase, you establish the foundation and lay the groundwork for your ergonomics program.

ID key players The first step in program development is to identify and gather the key players. Depending on the resources you have available, the key players (in alphabetical order) ***may*** include:

Civilian personnel specialist (e.g., claims officer)
Industrial hygienist
Occupational health nurse
Occupational medicine physician
Occupational therapist
Physical therapist
Safety professional
Union representative

The draft Department of Army Pamphlet (DA PAM) 40-ERGO (document 2) provides a complete overview of the key players and areas of responsibility. You should use this draft document to help define the roles and responsibilities of each key player. The chairperson of the Ergonomics Subcommittee may be either a safety or health professional who has received ergonomics training, preferably a 40-hour course. If training is required, contact the USACHPPM Ergonomics Program, DSN 584-3928 or Ms. Bonds (USASC), DSN 255-2947. ***The lack of training should not stop the program development process because the subsequent phases will provide necessary ergonomics information.***

Brief Command Once the key players have been identified and roles and areas of responsibility defined, the Ergonomics Subcommittee or the chairperson should brief (or inform in writing) the installation commander about the program development effort. A sample briefing outline is provided in document 3. The Ergonomics Subcommittee will provide subsequent briefings (e.g., in Phase 2, the results of data analysis) to the installation commander and/or the installation SOH Advisory Council.

Write policy Finally, the subcommittee needs to develop an installation policy on ergonomics. The draft DA PAM 40-ERG (document 2) provides the structure and much of the content for the installation policy. The subcommittee should consider any unique features, systems or processes on the installation and tailor the PAM template to meet the installation's needs. We have posted the draft DA PAM on the Ergonomics Program home page for you to download and modify as needed for your program (***http://chppm-www.apgea.army.mil/ergopgm/ergohome.htm***).

Next Step When the Subcommittee has developed the installation policy, please complete the enclosed Phase 1 questionnaire (enclosure 4) and send it with a copy of your installation policy to USACHPPM in the enclosed envelope. You will receive Phase 2 within 2-3 weeks of returning the Phase 1 questionnaire.

Questions If you have any questions or need additional assistance with any part of Phase 1, please contact one of the USACHPPM ergonomists at DSN 584-3928 or Ms. Bonds at DSN 255-2947.

ERGONOMIC COMPUTER WORKSTATION ASSESSMENT SUMMARY REPORT
International Standards Organization Standard (ISO ### reference number)
(or) American National Standards Institute (ANSI/HFES 100-1988)

WORKPLACE IDENTIFIER: SURVEY DATE:

ORGANIZATION: BUILDING #:

ROOM #: PROCESS NAME:

EVALUATOR: (name and phone number?)

Assessment Summary
Number of Workstations Evaluated:

Computer Workstation Component	**Number Workstations Meeting Criteria**	**% Meeting Criteria**
Display		(number of met criteria/total number of criteria for the component)
Work surface		
Chair		
Keyboard		
Non-keyboard input devices (e.g., mouse)		
Environment		

Workstation Component: Display

Standard Criteria	Number meeting criteria	Percent meeting criteria

Workstation Component: Work surface

Standard Criteria	Number meeting criteria	Percent meeting criteria

Workstation Component: Chair

Standard Criteria	Number meeting criteria	Percent meeting criteria

Workstation Component: Keyboard

Standard Criteria	Number meeting criteria	Percent meeting criteria

Workstation Component: Non-Keyboard Input Devices (e.g., mouse)

Standard Criteria	Number meeting criteria	Percent meeting criteria

Workstation Component: Environment

Standard Criteria	Number meeting criteria	Percent meeting criteria

Recommendations: (text entry)

Plan: (text entry) – actions and follow-up date

Phase 2 Questionnaire

Installation: _____ Base POC:_____

Was the Command informed of the results of this phase? ❑ ***Briefing*** ❑ ***Information paper***

Were any resources (funding/manpower) allocated? ❑ ***yes*** ❑ ***no***

Please give us your feedback on the Phase 2 guidance, information, materials, and assistance or any other comments. We appreciate your feedback and ideas.

Questions	**Please check appropriate rating**				
	1 (Poor)	**2 (Fair)**	**3 (Good)**	**4 (Excellent)**	**5 (Superior)**
1. Package provided sufficient materials to accomplish phase 2 tasks?					
2. Materials were understandable?					
3. Materials were well structured?					
4. Materials were user friendly?					
5. Will you be using these materials to train others?	❑ Yes	❑ No	❑ Don't Know		
6. Was there any specific feature of this phase you considered outstanding? If so, which feature?					
7. What additions, deletions, or other changes would you make to this phase?					
8. Suggestions for improvement:					

Thank you for your time!

Phase 3 Questionnaire

Installation: _____ Base POC:_____

Was the Command informed of the results of this phase? ❑ ***Briefing*** ❑ ***Information paper***

Were any resources (funding/manpower) allocated? ❑ ***yes*** ❑ ***no***

Please give us your feedback on the Phase 3 guidance, information, materials, and assistance or any other comments. We appreciate your feedback and ideas.

Questions	**Please check appropriate rating**				
	1 (Poor)	**2 (Fair)**	**3 (Good)**	**4 (Excellent)**	**5 (Superior)**
1. Package provided sufficient materials to accomplish phase 3 tasks?					
2. Materials were understandable?					
3. Materials were well structured?					
4. Materials were user friendly?					
5. Will you be using these materials to train others?	❑ Yes	❑ No	❑ Don't Know		
6. Was there any specific feature of this phase you considered outstanding? If so, which feature?					
7. What additions, deletions, or other changes would you make to this phase?					
8. Suggestions for improvement:					

Thank you for your time!

Phase 4 Questionnaire

Installation: _____ Base POC:_____

Was the Command informed of the results of this phase? ❑ ***Briefing*** ❑ ***Information paper***

Were any resources (funding/manpower) allocated? ❑ ***yes*** ❑ ***no***

Please give us your feedback on the Phase 4 guidance, information, materials, and assistance or any other comments. We appreciate your feedback and ideas.

Questions	**Please check appropriate rating**				
	1 (Poor)	**2 (Fair)**	**3 (Good)**	**4 (Excellent)**	**5 (Superior)**
1. Package provided sufficient materials to accomplish phase 4 tasks?					
2. Materials were understandable?					
3. Materials were well structured?					
4. Materials were user friendly?					
5. Will you be using these materials to train others?	❑ Yes	❑ No	❑ Don't Know		
6. Was there any specific feature of this phase you considered outstanding? If so, which feature?					
7. What additions, deletions, or other changes would you make to this phase?					
8. Suggestions for improvement:					

Thank you for your time!

Phase 5 Questionnaire

Installation: _____ Base POC:_____

Was the Command informed of the results of this phase? ❑ ***Briefing*** ❑ ***Information paper***

Were any resources (funding/manpower) allocated? ❑ ***yes*** ❑ ***no***

Please give us your feedback on the Phase 5 guidance, information, materials, and assistance or any other comments. We appreciate your feedback and ideas.

Questions	Please check appropriate rating				
	1 (Poor)	**2 (Fair)**	**3 (Good)**	**4 (Excellent)**	**5 (Superior)**
1. Package provided sufficient materials to accomplish phase 5 tasks?					
2. Materials were understandable?					
3. Materials were well structured?					
4. Materials were user friendly?					
5. Will you be using these materials to train others?	❑ Yes	❑ No	❑ Don't Know		
6. Was there any specific feature of this phase you considered outstanding? If so, which feature?					
7. What additions, deletions, or other changes would you make to this phase?					
8. Suggestions for improvement:					

Thank you for your time!

Phase 6 Questionnaire

Installation: _____ Base POC:_____

Was the Command informed of the results of this phase? ❑ ***Briefing*** ❑ ***Information paper***

Were any resources (funding/manpower) allocated? ❑ ***yes*** ❑ ***no***

Please give us your feedback on the Phase 6 guidance, information, materials, and assistance or any other comments. We appreciate your feedback and ideas.

Questions	**Please check appropriate rating**				
	1 (Poor)	**2 (Fair)**	**3 (Good)**	**4 (Excellent)**	**5 (Superior)**
1. Package provided sufficient materials to accomplish phase 6 tasks?					
2. Materials were understandable?					
3. Materials were well structured?					
4. Materials were user friendly?					
5. Will you be using these materials to train others?	❑ Yes	❑ No	❑ Don't Know		
6. Was there any specific feature of this phase you considered outstanding? If so, which feature?					
7. What additions, deletions, or other changes would you make to this phase?					

8. Suggestions for improvement:

Thank you for your time!