

PHASE 3. HAZARD PREVENTION AND CONTROL

Phase 3 is designed to identify, design, implement and monitor appropriate control measures for targeted problem worksites. Phase 3 activities are dependent on the results of Phase 2 efforts. All of the information, checklists and examples needed to complete the tasks in phase 3 are included in the attached *Ergonomics in Action, Booklet III: Hazard Prevention and Control* (attachment 1).

NOTE: Education and training efforts should occur in conjunction with or immediately following initiation of Hazard Prevention and Control activities. *Consult Phase 4 (Education and Training) for guidance on focused training efforts.*

1. Available Resources. Several products and guidelines are available to assist with the Hazard Prevention and Control efforts:

- a. **DOEHRS Ergonomics Module.** The DOEHRS Ergonomics Module links risk factor assessment with case studies, providing probable causes and potential solutions for identified problem areas. The DOEHRS website (at <https://dohrswww.apgea.army.mil/>) can provide more information about the program deployment schedule.
- b. **DOD Computerized Accommodation Program (CAP).** CAP can provide funding to purchase computer-related equipment to accommodate special needs. The CAP website (<http://www.tricare.osd.mil/cap/>) provides a program overview and application procedure information.
- c. **UNICOR Information.** The DOD Ergonomics Working Group has prepared a fact sheet on UNICOR and office seating purchases. This fact sheet is provided at attachment 3.
- d. **Back Belts and Wrist Splints.** The Department of Defense does not support the use of back belts or wrist splints as preventive measures (DODI 6055.1). Copies of the results of a comprehensive literature review on back belts conducted by NIOSH can be requested from the USACHPPM Ergonomics Program.
- e. **Buyers Guide.** Information on purchasing ergonomic equipment, devices and furniture is provided at attachment 4.
- f. **MIL STD 1472-F.** This military standard provides ergonomic and human factors design standards and can provide an excellent reference. The MIL STD can be accessed through the DOD Ergonomics Working Group public website <http://www.denix.osd.mil/denix/Public/Library/Ergonomics/ergo.html>
- g. **Products under Development.** Products to be completed by the February 2001 (status information will be posted on the Ergonomics websites):

- (1) **Solution Source Database.** This web-accessible database will allow user defined searches based on the type of product and will provide a list of potential vendors. ***NOTE: DoD does not endorse these vendors. We recommend applying the information provided at attachment 4 to ensure appropriate purchases.***
- (2) **VDT Self-Assessment Tool.** This program can be installed on the local intra-net. This program allows office workers the opportunity to assess their own work area. The assessment portion of the program links with probable causes and potential solutions. The program provides a printed summary of the self-assessment with recommendations for user-controlled actions.

2. Phase 3 Tasks.

a. Subcommittee decisions.

- (1) Establish and document rationale for time limits to respond to high, medium, and low risk areas (based on results of assessment and RAC).
- (2) Define and document outcome metrics to evaluate hazard prevention and control efforts. Consider –
 - (a) Solution effectiveness in reducing or eliminating risk factor exposure, reducing injury/illness incidence or severity rates, improving productivity
 - (b) Timeliness of response or solution implementation
 - (c) Employee acceptance
 - (d) Cost
- (3) Establish follow-up process and timelines.
- (4) Establish process through logistics / purchasing / engineering to include ergonomic design considerations or consultations for tool, equipment or furniture purchases.

b. Initiate Hazard Prevention and Control

- (1) Prioritize and target specific risk factor concerns (e.g., based on the severity and duration of exposure).

- (2) Identify and consider multiple solutions for identified concerns. Compare solutions to ergonomic design standards. Monitor industry for new ideas/solutions.
- (3) Solicit suggestions and solution input from employees/soldiers and first line supervisors. Ensure controls fit with overall process, are acceptable to employees and do not interfere with production.
- (4) Identify and document justification for control selection, improvement goals and implementation plan and schedule. Ensure implementation plan and schedule are in accordance with established RAC guidelines. Include feasibility and usability field testing of control as appropriate.
- (5) Communicate and coordinate implementation plan with management, supervisors and workers/soldiers. Time implementation to minimize interference with production and work area activities. Anticipate a “learning / adjustment curve” for employees/soldiers which may interfere with production rate.
- (6) Document job improvements and results of re-assessments in an abatement tracking log. Communicate results of re-assessment to management, supervisors and employees/soldiers.

4 Attachments

1. [Booklet III](#)
2. [UNICOR Fact Sheet](#)
3. Buyer Guide