

Ergonomic Services

Musculoskeletal disorders (MSDs), such as carpal tunnel syndrome, represent the largest injury and illness problem in the United States today. Occupational Safety and Health Administration (OSHA) estimates that MSDs affect 1.8 million workers a year, costing U. S. employers as much as \$54 billion annually.

Injuries often occur when there is a mismatch between the worker, work and workstation. Ergonomics is the science of optimizing the job to the worker -- maximizing the safe and efficient interaction between people, their work systems, tools, tasks and environments to enhance productivity and minimize or prevent costly injuries.

As the costs of MSDs continue to increase, Federal Government agencies have a growing need for ergonomic services such as those offered by Federal Occupational Health (FOH). FOH's multidisciplinary approach brings together its Ergonomic, Environmental Health, Employee Assistance, and Clinical Services to meet your unique needs. FOH's combination of expertise and experience work in partnership with your agency to prevent injuries and address workplace injury risk factors, thereby keeping your employees healthy and on the job.

FOH's comprehensive Ergonomics Program can provide any or all of the following elements:

Program Development

Experienced and credentialed FOH consultants are available to identify and meet all of your agency's ergonomics needs. Services include proactive measures such as:

- Consulting in the selection and procurement of workstation equipment and furniture
- Performing individual workstation evaluations
- Providing training seminars, including online training options
- Assisting with reasonable accommodation requests and return to work issues
- Recommendations for space planning and appropriate workstation and computer set ups, keyboard and other input device options
- Converting generic job descriptions to functional job requirements that identify physical demands of the job tasks
- Recommendations for overall compliance with OSHA's ergonomics guidelines including assistance in developing written policy, hazard reporting, job analysis, training requirements, and management procedures

Individual Ergonomic Assessments

FOH professionals will conduct a comprehensive review to ensure that workers' abilities, work practices, job task requirements are coordinated and that their workstations are designed to maximize productivity while minimizing the risk of injury. Risk factors, mismatches, and other related issues are identified and presented in solution-oriented written reports that include specific short and long-term recommendations for identified problems.

Agency Ergonomic Assessments

Our consultants will review injury data and determine which ones may be of an ergonomic origin. Based on a comprehensive assessment, we will identify other employees at risk and provide functional recommendations (engineering, administrative, and/or work practice controls) to minimize or eliminate identified risk factors.

Training and Education Programs

FOH's Ergonomics Program teaches managers and employees about ergonomics and its importance in preventing or minimizing hazards associated with MSDs. All programs are interactive, intervention focused, and customized to meet the specific needs of your agency. Handouts and reference materials are provided as well as participant evaluations of the training. Services include, but are not limited to:

- Web-based, interactive office ergonomics assessments
- Individual or group training seminars
- "Train The Trainer" programs
- Ergonomics-related articles for agency newsletters
- Training for agency ergonomics coordinators

Workplace Design Consultations

We will work with your agency to ensure that key ergonomic principles and practices are incorporated into the design of work environments and the selection of furniture and equipment. Our recommendations take into account job categories, specific physical space requirements, employee needs, demographic characteristics, as well as agency budgets.

Reasonable Accommodation Consultations

FOH can assist you in both evaluating the appropriateness of accommodation requests while meeting the requirements of the Rehabilitation Act (*the applicable federal sector counterpart to the Americans with Disabilities Act*). Following a comprehensive assessment, recommendations will address workplace modifications, work process changes, adaptive devices, and other measures to enable the disabled employee to perform the essential functions of the job.

Return To Work

Our experts will work with medical and human resource staff to identify appropriate "limited and light duty" jobs and/or suggest job modifications to enable employees to return to work after sustaining an injury or experiencing a significant illness.

For over half a century, FOH has delivered high quality occupational health services to Federal managers. FOH's knowledge of the Federal workplace, combined with strategic partnerships with professional health, environmental and safety organizations, enables FOH to help other Federal organizations maintain a safe and healthy workplace. FOH has created a team of professionals that is unparalleled in its ability to work within the Federal structure, yet remains as flexible and innovative as any private sector provider.

Through convenient interagency agreements, FOH's Clinical Services, Wellness/Fitness Programs, Environmental Health Services, and Employee Assistance and Work/Life Programs can provide your agency with a comprehensive occupational health program that saves you time and money. Our ability to customize services enables you to integrate components of our services with existing programs, enhancing their impact and ensuring that your agency meets its obligation to provide a safe and healthy workplace.

Make Federal Occupational Health your partner in building a healthier, more productive work force. For more information, please visit us at www.foh.dhhs.gov or call us today at **1-800-457-9808**.

Because you need a healthy work force. And we can help you build one.

healthy bodies ❖ sound minds ❖ a safe place to work