

**SUNY DOWNSTATE MEDICAL CENTER
UNIVERSITY HOSPITAL OF BROOKLYN
POLICY AND PROCEDURE**

Subject: LABORATORY ERGONOMICS
PROGRAM

Prepared by: Alix R. Laguerre, MS *AL*

Reviewed by: Laboratory Supervisors

Approved by: Peter J. Howanitz, MD *3/6/10*

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I. PURPOSE:

To reduce cumulative trauma disorders within the Department of Pathology.

II. GOALS:

To create a workplace so that it accommodates human capabilities to prevent problems such as injuries.

III. SCOPE:

All laboratory staff.

IV. PRINCIPLE:

Through environmental controls and employee education, decrease injury due to cumulative trauma disorders.

V. PROGRAM:

The Laboratory Performance Improvement Committee is responsible for providing educational materials and resource for the Laboratory Ergonomics Program. Reference materials have been provided by the National Institute of Environmental Health Services (NEIHS) and can be found at <http://www.niehs.nih.gov/gov/odhsb/ergoguid/home.htm>. In coordination with the laboratory section supervisors, the Committee recommends the adoption or replacement of equipment with items of proven ergonomic value.

The procedure to determine IF an ergonomic opportunity for improvement is as follows:

1. All laboratory sections receive a copy of the NEIHS Health and Safety Guide to Laboratory Ergonomics to be reviewed with their employees.

2. After employee education, the employee is asked to complete the self-assessment contained within the Guide.
3. The completed self-assessment is reviewed by the supervisor and a summary of all assessments is reviewed by Laboratory Performance Improvement Committee.
4. The Laboratory Performance Improvement Committee will review the self-evaluations to determine if there are opportunities for ergonomic improvements laboratory-wide.
5. Based on responses from the employee self-assessments, each laboratory section supervisor considers ergonomic equipment as much as it is possible when purchasing new or replacement equipment.
6. Evaluation to create an ergonomically compatible workstation can also be addressed by seeking resource from the Physical Therapy Department and / or the Environmental Health and Safety Department.

VI. REFERENCE:

NIEHS Health and Safety Guide to Laboratory Ergonomics,
<http://www.niehs.nih.gov/odhsb/ergoguid/home.htm>

College of American Pathologists Laboratory Accreditation Checklist; GEN.70816