



## HEALTH AND SAFETY MANUAL

### ERGONOMICS

#### PURPOSE

The purpose of this Ergonomics Program is to prevent work-related musculoskeletal disorders (WMSDs) and cumulative trauma injuries among employees performing heavy equipment operation, excavation, turf installation, fencing, and pavement and concrete work. This program establishes procedures for hazard identification, risk mitigation, training, equipment maintenance, and continuous improvement.

#### SCOPE

This program applies to all employees, subcontractors, and temporary workers engaged in:

- Heavy equipment operation (e.g., loaders, excavators, skid steers, rollers)
- Excavation and trench work
- Turf installation and landscaping
- Fencing installation
- Pavement and asphalt/concrete work
- Material handling, loading/unloading, and hand tool operations

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#### RESPONSIBILITIES

##### Management

- Provide resources for ergonomic improvements, tools, PPE, and training.
- Ensure supervisors implement and enforce ergonomic practices.
- Support employee reporting of ergonomic hazards without retaliation.

##### Supervisors

- Conduct daily ergonomic observations and correct unsafe practices.
- Ensure workers use proper tools and follow safe lifting techniques.
- Facilitate early reporting of discomfort, strain, or WMSD indicators.

##### Employees

- Follow ergonomic and safe-lifting procedures.
- Report discomfort, symptoms, or hazardous conditions promptly.
- Participate in training and use assigned controls/equipment.