

## PHASE 4. EDUCATION AND TRAINING

Phase 4 is designed to increase employee/soldier, supervisor and management awareness of ergonomic risk factors and potential solutions. There are two sub-elements in this phase: general awareness training and focused training for high-risk areas. All of the information and materials needed to complete the tasks in phase 4 are included in the attached documents.

**NOTE:** Education and training efforts should occur in conjunction with or immediately following initiation of hazard prevention and control activities. *Consult Phase 3: Hazard Prevention and Control.*

**1. Available Resources.** Several products and guidelines are available to assist with the Education and Training efforts:

**a. Worker/soldier, supervisor and management education and training materials.**

- (1) **Fact sheets.** The Ergonomics Program has produced several fact sheets on a variety of topics. A set of the fact sheets is provided at attachment 1. These fact sheets can be copied or downloaded from the Ergonomics Program website (<http://chppm-www.apgea.army.mil/ergopgm/ergohome.htm>) for local distribution.
- (2) **Creating the Ideal Computer Workstation: A Step-by-Step Guide.** The guide (attachment 2) is a new publication targeting office workers and supervisors. The Guide was developed by the DOD Ergonomics Working Group. It provides a step-by-step process for workers to assess their work area and make appropriate changes.
- (3) **Preventing Work-Related Musculoskeletal Disorders.** This document (attachment 3) replaces the AEHA/ASC publication, *CTD Guide. Preventing WMSDs* targets workers/soldiers, supervisors and management. It was developed by the DOD Ergonomics Working Group and provides an overview of ergonomics, risk factors, ergonomic design solutions and resources.
- (4) **ErgoEASER.** The ErgoEASER program contains a computer based training module for general awareness. This program can be installed on workers' computers directly or on the local intranet. The ErgoEASER program is included in the Applied Ergonomics Course CD. Contact us if you would like to receive a copy of the course/ErgoEASER CD ([contact](#)). You can also download the program from the Department of Energy web site (<http://nattie.eh.doe.gov/others/ergoeaser/download.html>).

- (5) **Posters.** Copies of the office and industrial ergonomics poster are being sent in a separate package. You may request additional copies of both posters, however, the ‘Work Smarter’ poster of soldier and civilian industrial tasks is being revised. We have added a disclaimer to the current ‘Work Smarter’ posters as the workers and soldiers on the poster are not wearing proper eye protection for the tasks. Contact the Ergonomics Program for poster copies.
- (6) **Videos.** Copies of DOD and DOL-produced videos are available upon request. [Contact](#) the Ergonomics Program to request a copy of –
- *Ergonomics at Work* (Run Time 9:00 minutes)
  - *The Adventures of ERGOMAN* (Run Time 10:00 minutes)
  - *ERGOMAN II – The Adventure Continues* (Run Time 17:00 minutes)
  - *Ergonomics in Motion* (Run Time 14:00 minutes)
  - *Ergonomics, The Motion Continues...* (Run Time 14:00 minutes)
  - *Ergonomics Programs That Work* (DOL/OSHA)
  - *A Healthy Back for Life* (NOTE: DOD has a site license to copy this commercially-produced tape for use within DOD facilities).
- (7) **Powerpoint Presentations.** The Ergonomics Program has developed turn-key training modules for workers/soldiers, supervisors and managers. These modules are provided on the Applied Ergonomics Course CD (attachment 4) and tailored to your installation’s unique needs.
- (8) **NIOSH / OSHA Publications.** NIOSH and OSHA have produced some excellent educational and reference materials. Additional information and publications can be found at, <http://www.cdc.gov/niosh/homepage.html> (search on ‘ergonomics’)

**b. Ergonomics Subcommittee Training.**

**40-hour Applied Ergonomics Course.** The Ergonomics Program offers this course at installations upon request. This course provides the technical background required for local ergonomics programs, DOD specific information, turn-key ‘train-the-trainer’ modules, and supporting materials. If you are interested in sponsoring the course at your installation, contact the Ergonomics Program.

**2. Phase 4 Tasks.**

**a. Plan, document and initiate a general awareness campaign.** This campaign can include --

- (1) **Articles in local publications or newspapers.** The information contained in the fact sheets can provide much on the material for the articles.
- (2) **Health Fairs / Safety Stand Down Days.** All of the materials provided with this phase can be used in local health fairs or safety stand down days. We have found that including ergonomic ‘props’ such as ergonomic keyboards, mice, handtools, and other special devices capture participants’ attention and interest.
- (3) **Distribution of Fact Sheets, Information Publications and Posters.**
- (4) **New Employee Orientation / Annual Safety Training.** General awareness training should include –
  - Recognition of basic ergonomic risk factors
  - WMSD symptoms
  - Reporting procedures
  - Common problems and solutions

NOTE: The turn-key PowerPoint presentations provide much of this information. Only local reporting procedure information needs to be added to the presentation.

- (5) **Supervisor Training.** Supervisor training should include the general awareness topics listed above plus information about the installation’s ergonomics program and their role and responsibilities in the program and in reporting. Solving problems at the lowest level and empowering workers/soldiers and supervisors to identify problems and solutions should be emphasized.

**b. Customize the PowerPoint turn-key modules.** Installations have found that replacing some of the example photos, tasks and solutions with examples from the local work areas improve audience understanding of the information and interest in the program.

**c. Provide focused training in high risk areas.** Include focused training as part of Hazard Prevention and Control activities. Specific and focused training sessions should be developed in conjunction with Hazard Prevention and Control activities for high risk areas or areas with a special problem or concern. The focused training can be designed by incorporating selected existing turn-key modules in a custom designed training session. For example, for an area with a material handling concern, the session could cover the same information presented in general awareness training plus specific

information about back injuries, material handling issues and concerns, analysis of a lift, and problem solving sample situations.

#### 6 Attachments

1. [Fact Sheets](#)
2. [Ideal Computer Workstation: A Step-by-Step Guide](#)
3. Preventing Work-Related Musculoskeletal Disorders