



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5100.1B
SSD
30 SEP 2019

AIR STATION ORDER 5100.1B

From: Commanding Officer, Marine Corps Air Station Cherry Point
To: Distribution List

Subj: COMMAND ERGONOMICS INJURY PREVENTION PROGRAM

Ref: (a) NAVMC 5100.8

Encl: (1) Cherry Point Ergonomics Program
(2) Definitions
(3) Designation Letter Template

1. Situation. The Commandant of the Marine Corps set a goal of reducing work related injuries and worker's compensation payments within the Marine Corps.

2. Cancellation. ASO 5100.1A.

3. Summary of Revision. This Order has been revised and should be reviewed in its entirety.

4. Mission. Marine Corps Air Station (MCAS) Cherry Point shall significantly reduce work related injuries and compensation costs through preemptive ergonomic injury prevention training, media, and workspace designs.

5. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Safety and Standardization will establish a comprehensive Ergonomics Program per reference (a). The purpose of this program is to reduce work related injuries and worker's compensation payments through sound ergonomic practices.

(2) Concept of Operations. This Order delineates guidance required for the effective execution of an ergonomics program. This includes the establishment of an Ergonomics Committee and participation shall be at the widest extent possible. The Ergonomics Committee will work command ergonomic issues on a first come first served method and prioritize emerging and special ergonomic needs.

b. Tasks

(1) Commanding Officers, Directors/Department Heads. Designate, in writing, at least two representatives (primary and assistant) to the Ergonomics Committee.

(2) Director of Safety and Standardization. Establish an Ergonomics Program. Designate an Ergonomics Program Manager to oversee the activities of

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the Ergonomics Committee, and ensure that the Commanding Officer is advised on ergonomic issues as they develop.

(3) Ergonomics Program Manager. Serve as Chairperson of the Ergonomics Committee. Ensure that the Ergonomics Committee meets at least quarterly. Distribute the minutes of those meetings. Participate in the final approval process for ergonomic evaluations submitted by Ergonomics Committee members.

(4) Representatives. Attend and participate in the Ergonomics Committee quarterly meetings. Duties include, but are not limited to, attend specialized ergonomics training and refresher training as provided. Train employees who request ergonomic evaluations on the concept of ergonomics before accommodations are provided. Perform ergonomic assessments and recommend ergonomic furnishings and equipment for said employees. Submit ergonomic assessments to program manager for final approval.

(5) Logistics Support. Coordinate with the Ergonomics Program Manager on the purchase of all furniture. Procure all furniture and equipment consistent with accepted ergonomics practices.

(6) Telecommunications and Information Systems Directorate (TISD). Provide technical assistance and recommendations for any computer and telephone equipment necessary to support the ergonomics program. Assist in the installation of purchased equipment as needed.

c. Coordinating Instructions. Ergonomic assessment will be conducted as follows:

(1) For personnel with specific ergonomic needs, the requesting employee's work section will request an ergonomic assessment via their safety representative or supervisor. Their safety representative in turn will contact their Directorate's Ergonomics Committee member responsible for that area.

(2) If a directorate has no trained representative, the Ergonomic Program Manager will coordinate the evaluation as needed.

(3) The Ergonomics Committee member will forward their recommendations to the Ergonomics Program Manager for evaluation of assessment and final approval determination.

(4) The Ergonomics Manager will forward the approved ergonomic accommodation to Property Management for purchase as funds become available.

(5) When a disability is present, and impairments are documented by a doctor, the ergonomic representative will refer the employee to the Disability Program Manager for information on how to initiate the Reasonable Accommodation (RA) process. The ergonomic representative will assist by conducting the ergonomic assessment, but utilizing the Computer/electronics Accommodation Program (CAP) is recommended. If CAP (<http://www.cap.mil/>) doesn't have suitable accommodations the Reasonable Accommodation process will continue to accommodate the need.

(6) Furniture/equipment is government property. However, the accommodation stays with the employee for as long as the employee remains employed by MCAS Cherry Point. If the employee leaves Cherry Point for any

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reason, the employee and supervisor are responsible for returning the equipment to Station property warehouse, building 151, and notifying their ergonomics representative. The representative will notify the program manager. This will speed up the furniture being reutilized for other employees. Each representative will mark issued equipment with an ergonomic sticker identifying the furniture appropriately and maintain an inventory of ergonomic equipment within their respective area.

6. Administration and Logistics

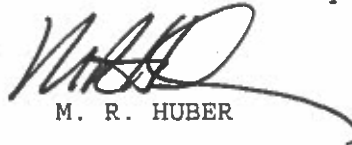
a. Civilian employees are highly encouraged to contact the MCAS Cherry Point Disability Program Manager in the Equal Employment Opportunity (EEO) Office for assistance with the CAP program. The EEO Office is located in building #286 on D-Street and can be reached at 252-466-3438/3398/2218.

b. To request additional information on the RA process, civilian employees may contact the Disability Program Manager, Michael W. Arkin, via phone at 252-466-2218 or via e-mail at michael.arkin@usmc.mil.

7. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to MCAS Cherry Point.



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MCAS Cherry Point Ergonomics Program

1. Purpose. This enclosure establishes the elements of an Ergonomics Program. The Ergonomics Program seeks to prevent injuries and illnesses by identifying, evaluating, and controlling ergonomic hazards within the workplace.

2. Discussion

a. Work-related Musculoskeletal Disorder (WMSD) is a disorder caused or made worse by the work environment. WMSDs can cause severe and debilitating symptoms such as pain, numbness, tingling, reduced productivity, lost work time, temporary or permanent disability, inability to perform job tasks, and an increase in workers' compensation costs. Ergonomics is the science of fitting workplace conditions and job demands to the capabilities of workers. Ergonomics seeks to adapt the job and workplace to personnel by evaluating tasks, tooling, equipment, and ensuring that workplace design and equipment are within the capabilities and limitations of personnel.

3. Responsibilities

a. Safety and Standardization Directorate

- (1) Administratively manage the Command Ergonomics Program.
- (2) Identify existing and potential work-related musculoskeletal risks.
- (3) Investigate all cases of work-related musculoskeletal disorders.
- (4) Assist Ergonomics Committee members in other than routine worksite evaluations to eliminate sources of potential musculoskeletal disorders.
- (5) Ensure corrective action plans are implemented.

b. Ergonomics Committee (EC)

- (1) Serve as a focal point for the Command Ergonomics Program.
- (2) Analyze reported ergonomic related issues at least annually, and give recommendations of improvements to the Commanding Officer.
- (3) Conduct routine worksite assessments to identify and eliminate sources of potential musculoskeletal disorders.
- (4) Set abatement priorities for identified WMSD risk.
- (5) Ensure newly appointed supervisors, managers, and employees receive appropriate ergonomics training.
- (6) Ensure annual training is administered to all employees and training is documented.

c. Facilities Directorate and Logistics Support Director

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(1) With the assistance of the Ergonomic Program Manager, integrate ergonomic considerations into all workplace improvements, and construction.

(2) Ergonomic considerations shall be given to all equipment purchased, (e.g., furniture, tools, workstations, and material handling devices).

d. Department Heads, Managers, and Supervisors

(1) Ensure personnel receive annual ergonomics awareness training per the reference.

(2) Request assistance from the CEC for recognizing, assessing, and monitoring WMSD exposure.

(3) Report to CEC suspected hazardous tools/equipment or operations related to WMSDs whenever WMSDs risks are identified or employee concerns are voiced.

(4) Once ergonomics accommodations have been approved, they shall be issued to the employee.

e. Personnel

(1) Attend scheduled ergonomics training.

(2) Request assistance when identifying potential WMSD exposures.

(3) Report unsafe work conditions to supervisors.

4. Requirements. MCAS Cherry Point is a diversified workforce of military and civilian personnel in an administrative and industrial setting. The Ergonomics Program is designed to meet the requirements of the reference.

a. Ergonomic Risk Identification and Analysis

(1) Workplace Analysis. Job analysis requires observation of an employee performing the task to be studied. This type of analysis will provide critical task information on the work environment, procedures, tooling, equipment, basic safety elements, employee actions as well as task-associated discomfort. Detailed analyses will characterize risk factors, abatement recommendations, and prioritize corrective action.

b. Ergonomic Hazard Prevention and Control

(1) Effective design or redesign of a task or workstation is the preferred method of preventing and controlling harmful stresses.

(2) The methods of intervention (in order of priority) to be used are: process elimination, engineering controls; substitution, work practices, and administrative controls; e.g., adjustment of work-rest cycles, slowing work pace, task rotation.

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(3) The Department of Defense does not recognize back support belts or wrist splints as personal protective equipment. The use of these support devices in prevention of back or wrist injuries are not ergonomic in nature.

These devices are considered medical appliances and may be prescribed by a credentialed health care provider who will assume responsibility for medical clearance, monitoring and proper fit.

(4) No ergonomic furniture can be replaced without approval from the Ergonomic Program Manager. Alternative seating such as exercise balls, ball chairs, and kneeling chairs do not meet the minimum requirements and are not considered acceptable office seating. All ergonomic furnishing must be approved through the Command Ergonomics Program.

c. Training. A viable and successful Ergonomic Program is dependent on training and awareness. All personnel will be provided training and, upon completion, will be able to recognize WMSD and implement corrective measures.

5. Civilian employees are highly encouraged to contact the MCAS Cherry Point Disability Program Manager in the EEO Office for assistance with the CAP program. The EEO Office is located in building #286 on D-Street and can be reached at 252-466-3438/3398/2218.

6. To request additional information on the RA process, civilian employees may contact the Disability Program Manager, Michael W. Arkin, via phone at 252-466-2218 or via e-mail at michael.arkin@usmc.mil.

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Definitions

Awkward Posture: Awkward posture is associated with an increased risk for injury. It is generally considered that the more a joint deviates from the neutral (natural) position, the greater the risk of injury.

Cumulative Trauma Disorders: Cumulative trauma disorders (CTD) (also termed repetitive motion injuries or RMI's), are disorders of the musculoskeletal and nervous systems that may be caused or aggravated by repetitive motions, forceful exertions, vibration, mechanical compression, sustained or awkward postures, all occurring over extended periods of time.

Ergonomics: The field of study that seeks to fit the job to the person, rather than the person to the job. Includes the evaluation and design of workplaces, environments, jobs, tasks, equipment, and processes in relationship to human capabilities and interactions in the workplace.

Ergonomic Design: The applied science of equipment design, as for the workplace, intended to maximize productivity by reducing operator fatigue and discomfort.

Ergonomic Furnishings: A piece of equipment necessary or useful for comfort or convenience, e.g. furniture, appliances, and other movable articles in an office, shop, motor vehicle etc.

Ergonomic Program: A systematic method of preventing, evaluating, and managing Work-Related Musculoskeletal Disorders. The four elements of the ergonomics program described in this guideline are:

- worksite analysis
- hazard prevention and control
- medical management
- training and education

Human Engineering: A term synonymous with 'ergonomics' is the branch of this science that began in the United States and focuses on cognitive performance of humans.

Manual Material Handling: Lifting, carrying, and moving materials without a mechanical aide.

Musculoskeletal Disorders (MSD): Injuries and disorders of the muscles, nerves, tendons, ligaments, joints, cartilage and spinal disc. Examples include carpal tunnel syndrome, rotator cuff tendonitis, and tension neck syndrome.

Segmental Vibration (Hand-Arm Vibration): Vibration applied to the hand/arms through a tool or piece of equipment. This can cause a reduction in blood flow to the hands/fingers (Reynaud's disease or vibration white finger). It can also interfere with sensory receptor feedback leading to increased handgrip force to hold the tool. Further, a strong association has been reported between carpal tunnel syndrome and segmental vibration.

Workplace Risk Factors (Ergonomics): Actions in the workplace, workplace conditions, or a combination thereof, which may cause or aggravate a pre-existing or work-related MSD. Workplace risk factors include, but are not

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limited to: repetitive, forceful or prolonged exertions; frequent or heavy lifting; pushing, pulling, or carrying of heavy objects; a fixed or awkward work posture; contact stress; localized or whole-body vibrations; cold temperature; and poor lighting. These workplace risk factors can be intensified by work organization characteristics such as: inadequate work-rest cycles; excessive work pace and/or duration; unaccustomed work; lack of task variability; machine work; and piece rate.

Work-Related Musculoskeletal Disorder (Ergonomic): An injury or illness of the muscles, tendons, ligaments, peripheral nerves, joints, cartilage (including inter-vertebral discs), bones and/or supporting blood vessels in either the upper or lower extremities, back or neck, that is associated with workplace musculoskeletal risk factors and include but are not limited to: cumulative trauma disorders; repetitive strain injuries or illnesses; repetitive motion injuries or illnesses; and repetitive stress injuries or illnesses. Refers collectively to signs, persistent symptoms, or clinically diagnosed work-related musculoskeletal disorders when they are caused or aggravated by exposure to workplace risk factors.



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IN REPLY REFER TO:
5100
Dept code
Date

From: Director _____
To: Employee name

Subj: APPOINTMENT OF DIRECTORATE ERGONOMICS REPRESENTATIVE

Ref: (a) NAVMC 5100.8
(b) ASO 5100.1

1. In accordance with the references, you are appointed the Ergonomics representative for _____ Directorate.
2. You will be guided in the performance of your duties by the references.
3. This appointment will remain in effect until written notification of your relief is received.
4. POC is for the Ergonomics Program is Valerie Miner at 252-466-7903, or email Valerie.miner@usmc.mil.

E. L. SCOTT

Enclosure (3)