



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5100.7

N35

6 Nov 23

NAVSUPPACT NAPLES INSTRUCTION 5100.7

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: ERGONOMICS SAFETY PROGRAM

Ref: (a) CNIC M-5100.1, Base Operating Support Safety Services Manual
(b) OPNAV M-5100.23, Navy Safety and Occupational Manual, Chapter 23

Encl: (1) Ergonomics Safety Program

1. Purpose. To provide all personnel assigned at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy U.S. Navy Safety and Occupational Health (SOH) compliance requirements of references (a) and (b) for Commander, Navy Installations Command (CNIC) personnel at this Installation.
2. Scope and Applicability. The procedures and core elements described in enclosure (1) establish the minimum criteria for the Ergonomics Program on NAVSUPPACT Naples, Italy. Any supported command that requires, but does not have, an Ergonomics program must develop their own or adopt this program.
3. Action. All levels of commands must implement and manage their ergonomics program in compliance with the elements set forth by this instruction.
4. Records Management
 - a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.
 - b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).
5. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and

Navy policy and statutory authority using OPNA V 52 15/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

<https://cnreurafcnt.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

Ergonomics Safety Program

1. Program Management. U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy Ergonomics Safety Program Manager (ESPM) is located at the Installation Safety Department located in building 442B, first floor, room 153, and can be reached by phone at: 314-626-2413 and 314-626-5776, or by e-mail at: M-NA-NSA-SAFETY@us.navy.mil. Ergonomic safety policy and procedures are contained in CNIC M-5100.1 CH-1, Chapter 26 and OPNAV M-5100.23 CH-2, Chapter 23. For any questions not covered by this program, contact the ESPM.
2. Requirement. The Ergonomic Safety Program involves all personnel at NAVSUPPACT Naples, Italy whose job duties expose them to ergonomic risk factors. The program is designed to systematically coordinate the efforts of supervisors, employees, Occupational Safety and Health (OSH) office, and other entities to prevent occupational musculoskeletal disorders. The ESPM must evaluate and update this program annually.
3. Ergonomic Risk Factors. Ergonomics is the science of designing and adjusting the work environment so that job tasks, tools, and equipment are within each employee's physical capabilities and limitations. In a more practical sense, it is the science of human comfort. When the physical capabilities of a person exceeds the demands of a job task or the work environment, an injury to the musculoskeletal system may result in work-related musculoskeletal disorders (WMSDs). They may also be known more specifically as Repetitive Strain Injuries (RSIs), Cumulative Trauma Disorders (CTDs), and Overuse Syndrome. WMSDs result from the cumulative effect of repeated traumas associated with specific physical workplace risk factors. Physical risk factors include but are not limited to:
 - a. Force. The amount of physical effort required to maintain control of equipment or tools or perform a task such as heavy lifting, pushing, pulling, grasping, and carrying.
 - b. Repetition. Performing the same motion or series of motions continually or frequently for an extended period-of-time with little variation. Examples include prolonged typing, assembling components, and repetitive hand tool usage.
 - c. Awkward or static postures. Awkward postures refer to positions of the body (limbs, joints, back) that deviate significantly from the neutral position while performing job tasks. Overhead work, extended reaching, twisting, squatting, and kneeling are all examples of awkward postures. Static postures refer to holding a fixed position or posture for extended periods-of-time. Examples include gripping tools that cannot be set down or standing in one place for prolonged periods.
 - d. Vibration. Vibration manifests when a distinct body part comes into contact with vibrating objects, such as powered hand tools (e.g., chainsaw, electric drill, chipping hammer) or equipment (e.g., wood planer, punch press, packaging machine). This vibration can affect the hand and arm region, leading to discomfort. Additionally, whole-body vibration occurs during activities involving standing or sitting in vibrating environments, like operating a pile driver or driving a truck on uneven roads. It can also emerge when utilizing heavy vibrating equipment that necessitates engagement of the entire body, for example, tools like the jackhammer, plate compactor, pneumatic chisel, concrete saw, and angle grinder, among others.

e. Contact stress. Results from occasional, repeated, or continuous contact between sensitive body tissues and a hard or sharp object. Examples include resting the wrist on a hard desk edge, tool handles that press into the palms, and using the hand as a hammer.

f. Duration. The period-of-time an action continues or lasts. Duration reflects the length or dose of the exposure and magnifies the other risk factors.

4. When present for sufficient frequency, magnitude, or in combination, the above physical risk factors may cause WMSDs. Additionally, environmental conditions, such as working in extreme temperature, may contribute to the development of WMSDs. Personal risk factors, such as physical conditioning, pre-existing health problems, gender, age, work technique, hobbies, and organizational factors (e.g., job autonomy, quotas, deadlines) may contribute, but do not cause the development of WMSDs. Applying ergonomics principles to the reduction of physical workplace risk factors can prevent the development of WMSDs.

5. Employee Involvement. Employee involvement and feedback are essential to identify physical workplace risk factors and develop an effective means for their abatement through the application of ergonomics. A Command, Unit, or Activity Ergonomics Program must include worker involvement to assist in ergonomics hazard identification. If the Command, Unit, or Activity has a Safety and Health Committee, the committee must review and analyze ergonomics problem areas and recommend corrective actions. The Command, Unit, or Activity may form worker-based teams to identify physical risk factors, analyze the exposure to the risk factors, and develop solutions. Civilian best business practices reports and military studies have proven worker-based teams to be extremely effective in controlling physical workplace risk factors through the implementation of ergonomics principles to reduce injury.

6. Means of protection. The preferred priorities for corrective actions of ergonomics risk factors include: ergonomics risk elimination, engineering controls, substitution of materials, tools, and equipment, improved work practices, and administrative controls. Examples of administrative controls are: lifting restrictions, adjustment of work-rest cycles, slowing work pace, and job rotation. The Installation Safety Department will identify ergonomic risk factors and mitigate hazards using a multi-tier hierarchy of control, following this preference order:

a. Use of Support Belts and Wrist Splints. Back support belts or wrist splints must not be used as safety protective equipment. These devices are considered medical appliances and should be prescribed by a credentialed health care provider who assumes responsibility for proper device fit, treatment, monitoring, and wearer supervision.

b. Engineering Controls. Engineering controls are the preferred mechanism for managing ergonomics risk factors. These controls might involve redesigning workstations, work methods, and tools to reduce or eliminate risk factors. Ergonomically designed tools and handles increase worker productivity by extending and amplifying manipulative abilities, reducing effort and protecting the workers against concentrated or "point" forces. Commands and subordinate activities must apply human factors criteria to the selection and design of tools and workstation layouts to minimize ergonomics stressors and back injuries. Tools selected must be sized or adjustable to fit the workers using them. Tools must be appropriate for the job to reduce the risk of injury and limit exposure to ergonomics risk factors. Activities and employees must select or design tools and handles to minimize or eliminate the risk factors for both male and female

workers. All new workstation purchases' requirements must accommodate the specific individual or individuals performing a task or job, considering their unique needs. The workspace must be large enough to allow the full range of required movements of the user to perform their task.

c. Administrative Controls. Administrative controls are procedures and practices that limit exposure by control or manipulation of work schedule or the manner in which work is performed. Administrative controls reduce the exposure to ergonomics stressors, and thus reduce the cumulative dose to any one worker. If employees are unable to alter the job or workplace to reduce the physical stressors, administrative controls must be used to reduce the strain and stress on the work force. Administrative controls are most effective when used in combination with engineering controls. Examples of administrative controls include:

- (1) Rotating tasks to use different muscle groups;
- (2) Establishing adequate work/rest schedules or stretch and flex programs;
- (3) Where heavy objects must be handled, activities may calculate a recommended weight limit using methods to specify the maximum lift an unassisted individual should attempt for one or two handed lifts;
- (4) In situations where heavy lifts cannot be avoided, establishing a policy to include the assistance of other personnel in the lift;
- (5) Labeling the actual weight of any object that a worker needs to lift or carry;
- (6) Ensuring that material in storage is stacked off the floor and placed at no less than knuckle height. Placing materials to reduce reaching over shoulder height or bending or twisting of the torso.

d. Personal protective equipment (PPE). Although not recognized as an effective means of controlling hazards and do not take the place of engineering or administrative controls, there are acceptable forms of PPE, which include kneepads and anti-vibration gloves.

Note: Control measures are not mutually exclusive. There may be situations wherein more than one control measure should be used to avoid an ergonomic injury.

7. Training Requirements. All training is available online via the Enterprise Safety Applications Management System (ESAMS) once an employee's duty/task is assigned. Formal classroom training is also available through the Installation Safety Department.

8. Records. For Commander, Navy Installation Command, ESAMS is the primary recordkeeping system for all documentation associated with this program. For assistance with ESAMS access, contact the Installation Safety Department at:
M-NA-NSA-SAFETY@us.navy.mil.