



# Ames Procedural Requirements

APR 8715.1

Effective Date: June 27, 2023

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COMPLIANCE IS MANDATORY

**Subject: Chapter 36 – Ames Ergonomics Program**

**Responsible Office: Code QH / Occupational Safety, Health, and Medical Service Division**

### CHANGE LOG

Status [Baseline /Revision /Cancelled]	Document Revision	Date of Change	Description
Revision	2	10/3/2018	Reformatted Chapter to NPR 1400.1 requirements. Added Document change log and Preface. Minor change to 36.6.1: removed requirement for civil servants to meet with ergonomic evaluator to obtain computer glasses.
Revision	3	6/27/2023	Revalidated with minor edits.

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## **PREFACE**

### **P.1 PURPOSE**

a. The purpose of the Ames Ergonomics Program is to use sound ergonomic principles to reduce the number and severity of Musculoskeletal Disorders (MSDs) caused by exposure to risk factors in the workplace.

### **P.2 APPLICABILITY**

- a. This directive is applicable to Ames Research Center (ARC) and associated facilities.
- b. This directive applies to contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes an expected outcome, and "are/is" denotes descriptive material.
- d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

### **P.3 AUTHORITY**

- a. NPR 8715.1, NASA Safety and Health Programs
- b. NPR 8715.3, NASA General Safety Program Requirements

### **P.4 APPLICABLE DOCUMENTS AND FORMS**

- a. Request for Ergonomic Evaluation Form<sup>1</sup>

### **P.5 MEASUREMENT/VERIFICATION**

- a. Verification of conformance to requirements in this directive are measured through Center and Responsible Organizational management reviews, self-assessments, and subsequent analysis and reports of conformance to requirements, as well as periodic internal audits.
- b. Verification and measurement for compliance to this directive will be tracked through Agency triennial audit and Ames Voluntary Protection Program (VPP) self-inspections.

### **P.6 CANCELLATION**

- a. APR 8715.1 Chapter 36, Ames Ergonomics Program, dated October 3, 2018.

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<sup>1</sup> Contact Code QH, Occupational Safety, Health, and Medical Service Division

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Eugene Tu  
Director

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**DISTRIBUTION STATEMENT:**

Internal and external distribution. APR 8715.1 Ames Health and Safety Manual Chapters are made available via the procurement website to anyone bidding a job at Ames Research Center. The exceptions are Chapter 7 – Ames Radiation Safety, Chapter 10 – Pressure System Safety, Chapter 12 – Explosives Safety, and Chapter 23 – Control of Narcotics and Other Controlled Substances, which are not made public but can be viewed onsite.

## CHAPTER 36 AMES ERGONOMICS PROGRAM

### 36.1 Responsibilities

#### 36.1.1 The Occupational Safety, Health, and Medical Service Division shall:

- a. Evaluate workstations/worksites for NASA civil servants, as requested by NASA management and/or the Ames Health Unit, to determine ergonomic hazards and provide recommendations. Evaluations for contractors should be provided by their employer.
- b. Provide training and information about ergonomics to increase awareness.
- c. Maintain records of workstation evaluations.

#### 36.1.2 The Ames Health Unit shall:

- a. Provide medical review, advice, and/or consultation to Ames civil servants that report to the Ames Health Unit if they are experiencing pain or discomfort that is related to the work environment.
- b. Request a workstation evaluation ("Request for Ergonomic Evaluation" form) from the Occupational Safety, Health, and Medical Service Division if deemed appropriate.

#### 36.1.3 NASA Supervisors shall:

- a. Instruct employees to report pain or discomfort related to their work or workstations to their supervisor.
- b. Send any NASA civil servant employee experiencing symptoms that may be related to the work environment to the Ames Health Unit for reporting of their concerns and evaluation.
- c. Ensure that employees are trained in ergonomics awareness.
- d. Work to correct ergonomic hazards in the workplace when you become aware of them.
- e. Provide appropriate personal protective equipment, furniture, input devices, etc., where needed or recommended by the Safety, Health, and Medical Services personnel or physician.

#### 36.1.4 Employees shall:

- a. Attend ergonomics training and learn the signs and symptoms of MSDs.
- b. Report persistent discomfort or pain associated with your workstation/work environment to your supervisor and the Ames Health Unit (civil servants report to Ames Health Unit; NASA contractors should follow their employer's procedures for reporting and medical treatment).
- c. Use appropriate personal protective equipment, furniture, input devices, etc., where needed or recommended by the Safety, Health, and Medical Services personnel, physician, or supervisor.

### 36.2 Training and Education

Ergonomics classes are offered periodically through the Occupational Safety, Health, and Medical Service Division, and are available through NASA's online training system (SATERN).

### 36.3 Workstation Ergonomic Evaluations

36.3.1 When an employee is seen at the Ames Health Unit for a possible work-related injury/illness and the clinician believes the employee will benefit from an ergonomic evaluation, a "Request for Ergonomic

Evaluation" form shall be sent to the ergonomics evaluator in the Occupational Safety, Health, and Medical Service Division.

36.3.2 The ergonomics evaluator in the Occupational Safety, Health, and Medical Service Division shall contact the employee to schedule a workstation evaluation.

36.3.3 An ergonomic checklist shall be completed by the ergonomic evaluator and sent to the employee's supervisor, the employee, and the Ames Health Unit.

#### **36.4 Recordkeeping**

36.4.1 Records of workstation evaluations are maintained in the Occupational Safety, Health, and Medical Service Division and the Ames Health Unit. The following records shall be maintained:

- a. Request for Ergonomics Evaluation from the Ames Health Unit.
- b. Job and workstation evaluations/checklists.

#### **36.5 Computer Glasses Program**

*Note: Computer glasses correct for mid-range vision and may be helpful for employees working at a computer.*

36.5.1 Procedures to obtain computer glasses.

36.5.1.1 NASA civil servants shall make an appointment with the optometrist at the Ames Health Unit.

*Note: Ames Health Unit recommends NASA civil servants who have a current prescription (within the last year) bring it to the appointment.*

36.5.1.2 NASA Contractors should follow their employer's procedures for obtaining computer glasses.

## APPENDIX A. DEFINITIONS

Cumulative Trauma Disorder	Injury of the musculoskeletal and nervous systems that may be caused by repetitive tasks, forceful exertions, vibrations, mechanical compression (pressing against hard surfaces), or sustained or awkward positions. Cumulative trauma disorders are also called regional musculoskeletal disorders, repetitive motion disorders (RMDs), overuse syndromes, repetitive motion injuries, or repetitive strain injuries.
Musculoskeletal Disorder (MSD)	See Cumulative Trauma Disorder

## **APPENDIX B. ACRONYMS**

APR	Ames Procedural Requirement
ARC	Ames Research Center
MSD	Musculoskeletal Disorder
NASA	National Aeronautics and Space Administration
NPR	NASA Procedural Requirement
SATERN	System for Administration, Training, and Educational Resources for NASA