**Ergonomics Policy**

The objective of ***Name of Company*** ergonomics policy is to eliminate or minimize risks leading to muscular-skeletal disorders such as carpal tunnel syndrome, low back pain, and strain-related injuries.

**Management Responsibilities**

* Ensure that ergonomic assessments have been conducted on workstations and processes.
* Work to eliminate or minimize ergonomic hazards in the workplace.
* Implement ergonomic changes put in place to prevent or eliminate ergonomic hazards for employees.
* Review ergonomic incidents and develop an action plan to correct any issues.
* Provide ergonomic awareness training for employees.

**Employee Responsibilities**

* Follow all safe work practices established by the company regarding ergonomically correct workstations and operations.
* Participate in ergonomic training.
* Utilize equipment provided to you by the company to help with ergonomic issues.
* Be responsible for comfort at your workstation.
* Report any problems or concerns regarding your workstation to your Supervisor or Manager.
* Report any injuries or medical conditions to your Supervisor or Manager so an ergonomic assessment can be conducted and issues can be evaluated.

**Management Signature:**

**Employee Signature:**

**Date:**