



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON- FORT HUACHUCA**  
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AMIM-HUG-ZA (RN 40-5a2)

08 February 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy 21-63, Ergonomics Program

**1. REFERENCES:**

- a. Department of Defense Instruction (DoDI) 6055.1, Department of Defense (DoD) Safety and Occupational Health (SOH) Program, 31 August 2018.
- b. AR 385-10, Army Safety Program, 24 February 2017.
- c. AR 40-5, Preventive Medicine, 25 May 2007.
- d. AR 690-12, Appendix C: Procedures for providing reasonable accommodation for individuals with disabilities, 22 December 2019.
- e. DA PAM 40-503, The Army Industrial Hygiene Program, 08 January 2013.
- f. DA PAM 40-21, Ergonomics Program, 30 August 2018.

**2. PURPOSE.** DoD and Department of the Army (DA) policies require organizations to establish an ergonomics injury-related prevention program to ensure they employ effective ergonomic practices when conducting work. This document establishes the United States Army Garrison (USAG) Fort Huachuca Ergonomics Program. The USAG Fort Huachuca Ergonomics Program will focus, at a minimum, on information awareness, work area evaluation, use of appropriate equipment, education, and integration of ergonomic principles in system design.

**3. GOALS OF ERGONOMICS.** Ergonomic means fitting the workplace to workers and examining the interaction between workers and their environment. The goals of the ergonomics program are to:

- a. Prevent injuries and illness by eliminating or reducing worker exposure to work-related musculoskeletal disorder (WMSD) risk factors.
- b. Reduce the potential for fatigue, error, and unsafe acts by adapting the job and workplace to the worker's capabilities and limitations.
- c. Increase the overall productivity of the work force.

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- d. Reduce worker's compensation claims and associated costs.
- e. Improve overall unit readiness.

4. APPLICABILITY. This policy applies to all Soldiers, appropriated fund and non-appropriated fund Civilian employees, volunteers under 10 USC 1588 and AR 608-1, and tenant units/activities, when appropriate, who are assigned, attached, supported, or employed by USAG Fort Huachuca.

#### 5. POLICY.

a. The Commander, USAG Fort Huachuca, establishes an Ergonomics Subcommittee as part of the USAG Fort Huachuca Safety and Occupational Health Advisory Council (SOHAC), designates an Installation Ergonomics Officer, and integrates ergonomics into all phases of the Safety and Occupational Health Program.

b. The Installation Ergonomics Officer (IEO) is a qualified health and/or safety professional who has received at least 20 hours of formal ergonomics training. He/she will chair the Ergonomics Subcommittee.

c. The Ergonomics Subcommittee will consist of representatives from U.S. Army Medical Command Activity (MEDDAC) Fort Huachuca (Industrial Hygiene, Occupational Health, and Physical Therapy), Safety (Garrison, USAICoE, and tenant units), and the USAG Fort Huachuca Equal Employment Opportunity (EEO) office. The Ergonomics Subcommittee will meet on a semi-annual basis as part of the SOHAC. They will participate in developing and implementing the installation ergonomics policy and plan, set priorities for abatement of identified WMSDs, and develop appropriate worker and supervisor training.

d. Fort Huachuca Department of Public Health Industrial Hygiene (IH) section will perform workplace ergonomic evaluations, both proactively and reactively. Proactive workplace evaluation will occur during regularly scheduled baseline and periodic health hazard assessments. Reactive ergonomic evaluations will occur in response to reported potential Work-related Musculoskeletal Disorders (WMSDs) and/or their risk factors. **All workplace modifications involving changes in equipment or work environment must first be coordinated through the EEO office.** The IH section will also review all written plans/policies, which are developed for the early recognition and follow-up of WMSDs among military and civilian personnel.

e. Fort Huachuca Department of Public Health, Occupational Health (OH) section, will develop a written protocol for the early recognition, evaluation, and follow-up for employees with ergonomic disorders. OH will also perform the following: develop and conduct baseline medical screening for new employees, provide basic ergonomic

education during baseline and applicable routine medical exams, and make specific recommendations to unit leadership on the assignment of injured workers.

f. The Garrison Safety Office will provide information about ergonomic issues to increase the awareness of employees, supervisors, and managers, particularly during Collateral Duty Safety Officer (CDSO)/Additional Duty Safety Officer (ADSO) training. IH may assist with this training. Safety will advise IH of ergonomic issues and concerns found during routine safety inspections. Safety will also analyze injury trends to determine potential ergonomic causes.

g. The Garrison EEO Office will provide guidance in cases requiring reasonable accommodations and accessibility, and process all requests in accordance with AR 690-12, Chapter 3, Appendix C, and applicable laws, directives, and regulations.

h. Supervisors and CDSO/ADSOs will ensure that employees receive training in basic ergonomic principles, identify and report WMSD risk factors in their environment, apply ergonomic principles when workplace changes are being considered, and respond to employees' concerns regarding ergonomic problems. Moreover, supervisors and CDSO/ADSOs will seek assistance and implement ergonomic recommendations, as necessary, in consultation with the IEO/IH. Supervisors will assist employees in cases involving reasonable accommodations requests, by contacting the EEO Office Disability Program Manager (DPM).

i. Personnel purchasing new equipment, especially office chairs or equipment intended to be an ergonomic solution, such as sit-to-stand devices, will ensure the integration of ergonomic considerations and consult with trained ergonomics personnel prior to purchase. Purchasing ergonomic chairs that can be properly adjusted is critical in preventing ergonomic-related injuries in the office environment. The decision to purchase sit-to-stand devices is typically to accommodate a health issue or is considered a personal preference. Although ergonomics experts can advise on the types of equipment to purchase, ergonomic surveys will not be conducted solely for the purpose of recommending sit-to-stand devices. If the decision to purchase a sit-to-stand device is made, an ergonomic standing mat should be purchased as well, to avoid creating a new ergonomic risk to the employee in the standing position.

j. Employees will promptly report ergonomic problems to their supervisors, who may request assistance from the Installation Ergonomics Officer/IH. Prompt implementation of workplace changes can significantly reduce the potential for severe injuries or illness. Employees will follow ergonomic recommendations. If the employee's ergonomic problem and/or request is associated with a disability or medical condition, and need a reasonable accommodation, the employee and supervisor must contact the EEO Office DPM.

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k. All requests for ergonomic equipment or accommodations in response to a disability or medical condition (under the care of a licensed medical professional) must be submitted through EEO as a reasonable accommodation. The reasonable accommodation process is interactive between the employee and supervisor, and begins as soon as an individual makes an oral or written request for accommodation. Requests may be made to the immediate supervisor, a supervisor/manager in the chain of command, or the Equal Employment Opportunity (EEO) office. Regardless of how the request is made, the employee must notify their supervisor of the request. Supervisors must provide documentation that a reasonable accommodation request was made to the DPM within two business days of receipt of the request. All requests must be submitted to EEO, regardless whether the desired outcome is granted. The DPM may be consulted for resources to help supervisors determine the most suitable accommodation for the employee. If medical documentation is needed, the DPM is consulted by supervisors to assist with the process. Any equipment purchased for a reasonable accommodation request is property of the organization and must stay with the organization upon departure of the employee, or in the case of a temporary accommodation, when the equipment is no longer required.

6. The proponent for this policy is the Garrison Safety Office at (520) 533-3697 or Chief of Industrial Hygiene, Fort Huachuca Department of Public Health and Installation Ergonomics, at (520) 533-9013.



JARROD MORELAND  
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Commanding