



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: Medical Ergonomic Assessments

Procedure No.	HR-405-PR-4	Division	Human Resources
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	HR-405	Effective Date:	November 13, 2012

PROCEDURES

1.0 Legislative Requirements

Newfoundland and Labrador Occupational Health & Safety Act and the Human Rights Act, 2010.

2.0 Purpose and Scope

The purpose of this procedure is to establish a provincial method for requesting ergonomic assessment or intervention. Ergonomic assessments are utilized to help accommodate a person to work following illness or injury.

This procedure applies to all college staff and faculty

3.0 Responsibility

4.1 Manager/Supervisor

A supervisor/manager is the primary person responsible for retaining ergonomic assessment or intervention to help accommodate an employee to work. It is the responsibility of a manager/supervisor to ensure that an employee receives reasonable ergonomic accommodation to work as indicated by a medical note or letter and that all such related employee information be kept confidential.

4.2 Employee

It is the responsibility of the employee to notify their immediate supervisor of a medically related ergonomic accommodation requirement, to accept reasonable accommodation, and to cooperate with all parties involved in the accommodation to work.

4.3 OHS Office

It is the responsibility of the OHS Office to provide support to a supervisor and employee during an accommodation process, to provide follow up, and to maintain records.

5.0 **Procedures for Accommodation**

- 5.1 Supervisor receives a medical note or letter from an employee recommending an ergonomic assessment and/or an ergonomic intervention.
- 5.2 The supervisor or supervisor's designate will contact the Occupational Health Nurse (OHN) to discuss the ergonomic issue.
- 5.3 The supervisor will forward the original medical note or letter to the OHN in a sealed envelope marked confidential, to the address provided below.
- 5.4 The OHN will obtain the employee contact information from the supervisor and follow up on the ergonomic issues with the employee. This follow up may include immediate internal ergonomic measures that may alleviate the need for an external service provider.
- 5.5 The OHN will support the supervisor or designate by providing any occupational health information needed to complete the requisition for ergonomic services.
- 5.6 The Supervisor will determine the budget for the accommodation and submit a requisition.
 - 5.6.1 Each requisition for ergonomic accommodation must state the following:
 - a) The time and date that the Service Provider will carry out the ergonomic assessment with the employee's supervisor.

- b) The name and contact information of the supervisor.
- c) That a medical note is on file with the Occupational Health Nurse.
- d) That the original ergonomic assessment report is to be mailed to the College's Occupational Health Nurse at the address noted below; that it is to be marked "confidential"; and that no copies are to be distributed.

Provincial Occupational Health Nurse
College of the North Atlantic
P.O. Box 5400
Stephenville, NL A2N 2Z6

- 5.6.2 Note: Purchasing will ensure that each ergonomic accommodation requisition is accompanied by a WHSCC Ergonomic Assessment Guide.
- 5.6.3 Note: Procurement of all recommended items as a result of an ergonomic assessment will occur as per the college's purchasing policy and procedures.
- 5.7 The OHN will receive and review the ergonomic assessment report and file it.
- 5.8 The OHN will contact the supervisor and employee to advise of recommendations and to offer assistance with implementation of recommendations.
- 5.9 The OHN will conduct follow up within two weeks with the supervisor and employee on the implementation of the recommendations.
- 5.10 The OHN will keep a fiscal year or calendar year record of the areas where ergonomic assessments are completed.

Approval History	
Approved by President	November 13, 2012