

## **Institutional Ergonomics Committee**

### **November 5, 1999 Meeting Minutes**

**Committee Attendees:** Tina Montoya, LC; Cathy Schuch, CST-DO; Sue Watters, TSA-DO; Carlos Garcia, E-DO; Lawrence Quintana, APT/TPO; Ken Huff, PTLA; Gary Whitney, ESA-FM-ESH; Raeanna Sharp-Geiger, MST-OPS; Michael Brandt, ESH-5.

**Ergonomics Community Members:** Patty Mahoney, Zone 6, ESH; Darren Merrill, JCNNM; Dory Ryan, LANSCE, ESH-5; Kim Ellis, ESH-5; Jennifer Rezmer, ESH-5; Susan Martin, ESH-5; Joe Field, BUS-DO; Tessa Dowell, BUS-8/E-DO; Steven Lee, NMT-10; Eloy Trujillo, NMT-10; and Rae Arguello, ESH-5.

**Invited Speakers:** Dina Sassone, ESH-5; Dennis Roybal and Dona Espinoza, BUS-DO/Risk Management Program; Phill Grogin, ESH-13; Lezlie Morris and Sheila Brandt, ESH-2; Annette Houston, BUS-5/1; Pia Griego, BUS5/4; Paula Mattys and John Vance, ESH-5; and Raeanna Sharp-Geiger, MST-OPS.

**Role of IEC:** Discussion tabled until the next meeting.

#### **Presentations:**

- **ESH-2:** The role of ESH-2 in handling all injuries and illnesses, not only those of ergonomic origin, was discussed. Case management was briefly discussed as was employee rights protection offered under the ADA. The Diversity Office operates the Accommodations Review Board. Employees may petition the ARB for medically necessary accommodations through ESH-2 (contact Sheila Brandt, Health Systems Counselor at 5-2667). The details are presented in the slides, which will be forwarded at a later time.
- **ESH-5, John Vance/Paula Mattys:** In this presentation the complexities of injury and illness classification as recordable was presented and discussed. Hard copies of the slides are available from John Vance or Paula Mattys. Please contact them if you would like copies of their slides. IEC members will receive hard copies of the slide in the mail.
- **BUS-5/1, Annette Houston:** The furniture installation and office design contract will be going out for bid in the near future. Annette would like suggestions about performance criteria to include in the bid package being prepared. **ACTION:** Raeanna Sharp-Geiger and Gary Whitney volunteered to investigate appropriate performance measures to include in the contract recompile package. Please submit your suggestions to Raeanna and Gary.

- **BUS-DO, Risk Management Program:** Dennis Roybal is the newly appointed program manager. He and Dona Espinoza discussed the Workers' Compensation process used at the Laboratory. Because this subject generated considerable discussion, Risk Management staff has been invited to speak to the Committee in detail about the program. A copy of the Workers' Compensation Program will be distributed to the IEC members. If anyone has a question about the Workers' Comp Program or would like a copy of the flyer describing the program, please contact Dona Espinoza at [espinoza\\_dona\\_e@lanl.gov](mailto:espinoza_dona_e@lanl.gov).
- **ESH-5, Dina Sassone:** Dina discussed the ESH-5 effort to standardize the way in which ergonomic evaluations are performed and data is collected. She stated that her section in ESH-5 is the point of contact for ergonomic requests. She assigns requests to core and deployed ergonomic evaluators. Evaluators schedule an appointment with employees to perform the evaluation. The results and recommendations of each evaluation are then documented and sent to the employee and their supervisor. Dina also discussed how Rae Arguello is updating the ergonomics web page. Rae will demo the web page for the Committee at the next meeting.
- **Rooters Ergonomic Committee:** Raeanna Sharp-Geiger described the Rooters and invited the attendees to participate. I will forward her slides at a later time.
- **ESH-13:** Phill Grogin briefly discussed the ergonomic training classes offered by ESH-13. If you would like more information, please examine the course catalogue, which can be found on the ESH-13 homepage. You can also call 7-0059 for information about ergonomic classes.