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The Newsletter for facility management professionals

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May 18, 2004
Tour of Kansas
Speedway

June 3, 2004
Annual Golf Outing
Painted Hills Golf
Course

July 20, 2004
So You Want to
Build a Building
Christ Community
Church

President's Podium - February, 2001

If we build it, can we afford to operate it? If we operate it, can we afford to maintain it?

These are two key questions that need to be answered before undertaking any project. These are two questions that are often neglected in the non-profit and government sectors of our economy.

It often amazes me that so many brilliant people, who serve in leadership positions in the non-profit and government sectors, either avoid asking the questions or just figure things will take care of themselves. They would never be so irresponsible in planning a project for their own companies. They would be discussing cost-benefit ratios, life cycle costing investment.

Recently, this was brought home to me in the following manner. In talking with an executive from a large metropolitan city, she was telling me about the new playground building. She must have seen my jaw hit the floor. I asked what happened to the magnificent playground that was built 10 years ago. They had mobilized hundreds of volunteers and \$100,000 on the project. The answer was that it wasn't maintained, and now it would take money to repair. Was this good use of the human resources involved and the large outlay think not.

In December, I was reading an article about the budget for the Kansas City Parks and Recreation Department. The director was asking for a \$155,000 maintenance reserve for community centers and other park facilities. These are paltry sums when it comes to maintaining centers and other park facilities. It shouldn't be necessary to even debate the issue. If the centers and parks are important to the quality of the citizens' lives, then they need to be

No project should be undertaken without a firm plan to pay for the initial capital costs and capital needs. The initial cost projections should include some vehicle to provide the future is responsible planning.

Alan Bram, President
Kansas City IFMA Chapter



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What's going on with the new OSHA Ergonomics Program Standard?

by

Overview

For the past 10 years, the U.S. Occupational Safety and Health Administration (OSHA) has been working to develop an ergonomics program standard that addresses the problem of work-related musculoskeletal disorders, or MSDs. (MSD is now a more widely used term for the condition known as CTD, cumulative trauma disorder.)

As of January 16, 2001, OSHA issued what it calls "a final rule addressing ergonomic hazards in the workplace." The agency first published its proposed ergonomics program standard on November 15, 2000. Starting in March it held a series of public hearings to gather comments and testimony before developing the final standard. Compliance is required over a period of two years for the various elements of the program. The main elements of OSHA's proposed standard constitute the backbone of an ergonomics program that makes good business sense. Consider the following points:

- MSDs account for one-third of all lost workday injuries and illnesses, costing more than \$1 billion in workers' compensation and imposing up to \$60 billion in total costs.
- MSDs are preventable.
- Ergonomics programs are the most effective way to reduce risk, decrease exposure, and protect workers against MSDs.

Below is a summary of the OSHA regulation. To read the entire regulation, check it out at <http://www.osha-slc.gov/ergonomics-standard/fedregabbrversion.html>

Program Outline

The primary element of OSHA's ergonomics regulation is titled "Management Leadership and Employee Participation." This element is required for the success of all other aspects of the program.

- Hazard Information and Reporting
- Job Hazard Analysis and Control
- Training
- MSD Management
- Program Evaluation

Let's take a closer look.

Management Leadership and Employee Participation

An ergonomics program is a long-term commitment by management and staff. It requires that employers and employees engage in an ongoing process of identifying and removing health and safety problems, and of developing smarter ways of getting things done. Management provides the motivating force and resources. In effective programs, management regards health and safety as a fundamental value of the organization and incorporates the ergonomics program into its company goals. Employees need to have ways to report MSD signs and symptoms, and management must encourage them to do so. Employees also need to participate in developing, implementing, and evaluating an ergonomics program. While not a requirement of OSHA, a written ergonomics policy clarifies goals and procedures as it helps solidify management and employee participation.

Hazard Information and Reporting

Management must set up a way for employees to report MSD signs and symptoms and

responses. As part of this effort, management must provide employees with information hazards, MSDs, and the importance of reporting them early. Of course, management must ensure employees know the procedures for reporting MSD signs and symptoms.

Job Hazard Analysis and Control

This is the heart of any ergonomics program because it is the first step in eliminating or reducing MSD hazards. Through job hazard analysis, employers first identify and assess where and how physical capabilities have been exceeded in a given job. The analysis also identifies the factors causing or contributing to MSD hazards.

The next steps are designed to eliminate or control the risk factors:

- Ask employees for recommendations about eliminating or reducing the hazard
- Identify, assess, and implement controls to eliminate or reduce MSD hazards
- Track progress; consult with people on the job
- Identify and evaluate MSD hazards when changing, designing, or purchasing equipment or processes in problem jobs

Ergonomic principles are most effectively applied to workstations and new designs on a case-by-case basis. Good design with ergonomics provides the greatest economic benefit for industry. Design strategies should emphasize fitting job demands to the capabilities or limitations of employees. In this, decision-makers need information and knowledge about ergonomic risk factors and how to control them.

The OSHA standard requires employers to provide training to employees and their supervisors on MSD hazards; how to recognize and report MSD signs and symptoms; the ergonomics principles and measures for reducing and eliminating hazards. Those managing the program must set up and operate an ergonomics program; how to identify, analyze, and reduce/eliminate hazards; and how to evaluate the effectiveness of the program.

The training must be performed initially, periodically as needed, and at least every three years. The training method is acceptable as long as the required subjects are covered in a language the employees understand. Training can't be conducted before or after work or during breaks. Employees are entitled to any training cost, and they must be paid for the time spent in training. The employer must also pay for any expenses.

MSD Management

The goal of MSD Management is to reduce the severity of impairment. To achieve this, MSD management must be available promptly whenever a covered MSD occurs. Caught early, MSDs are more likely to be reversible and not result in permanent damage. Employees are entitled to prompt access to health care for evaluation, management, and follow-up. MSD Management involves not only physicians, but also professionals from many other disciplines whose approaches are successful in resolving MSDs.

Employers must provide employees with the temporary work restrictions and work restriction (WRP) the standard requires. WRP maintains 100% of after-tax earnings for employees removed from work, WRP includes 90% of after-tax earnings, and the employer must maintain full benefits.

OSHA's intention is to ensure that WRP is only for temporary medical conditions and that it does not supersede workers' compensation.

Program Evaluation

The OSHA standard requires that an ergonomics program be evaluated periodically—at least every three years—to ensure effectiveness and to guarantee compliance. The following questions are answered in the program evaluation:

- Has management effectively demonstrated its leadership?
- Are employees actively participating in the ergonomics program?
- Is there an effective system to identify MSDs and MSD hazards?
- Are hazards being controlled?
- Is training providing employees with the information needed?
- Are employees using the reporting system?
- Are employees reluctant to report MSDs because of mixed signals from manager?
- Is prompt and effective MSD management available for employees with covered I

Why OSHA believes an ergonomic standard is important

From OSHA's opening statement delivered March 13, 2000, at the first public hearing on ergonomic standard:

"OSHA is proud to welcome you here today because we believe that publishing a final rule on ergonomic hazards in the workplace will do more to help American workers and fulfill OSHA's Congressional mandate than any other single action this Agency could take. We believe conservatively estimated, American employers report that nearly 2 million of their employees suffer work-related musculoskeletal disorders (MSDs) every year. This means that 2% of the entire workforce suffers a work-related MSD every year. No workplace injury or illness is of greater consequence to American workers and to the public health community . . . One-third of all the workers' compensation dollars paid out in this country—somewhere between \$15 and \$18 billion a year—go to pay the medical costs and replace the lost wages of the workers hurt by these disorders."

Now that the OSHA standard has been adopted

I believe that as responsible corporations and employers, we should "Do the right thing" by implementing ergonomics programs that create healthy and safe work environments for our people. If we stay down this track, we will be very well prepared to meet the requirements called out for in the new ergonomic standard.

Stuart Hamilton is Strategic Business Development Manager for Herman Miller, Inc. He can be reached at stuart_hamilton@hermanmiller.com or by calling (316) 327-3161.

February Program Preview

WORKPLACE THEFT

No matter what size your company, workplace theft is a problem. Workplace theft goes far beyond cash taken from purses and desks, to stolen furniture, computers, vehicles, and product. It is important to reduce theft losses and prevent theft from occurring. In response to member input, the February meeting topic is workplace theft. Our speaker is Al Jones, CFE, Senior Vice President for Jones & Kelley with Clarence M. Kelley and Associates, Inc. here in Kansas City. Mr. Jones has a long career working with the FBI and private industry security. A sample of what Mr. Jones will cover includes: physical security manuals, guard manuals, "cost free" guard services, and locking programs. This is a "must attend" meeting since this affects all of us and our profitability. Space is limited at this meeting so please RSVP's early!

When:

Tuesday, February 20
11:30 a.m. – 1:00 p.m.

Where:

Kauffman Foundation
4801 Rockhill Road
Kansas City, MO 64110
(Parking available in lot north of the entrance.)

Cost:

\$15 for members

\$20 for non-members

RSVP:

Call the IFMA Program line at 913-906-6000, ext. 1144
by February 16th. Speak clearly and/or spell your name.

January Program Review



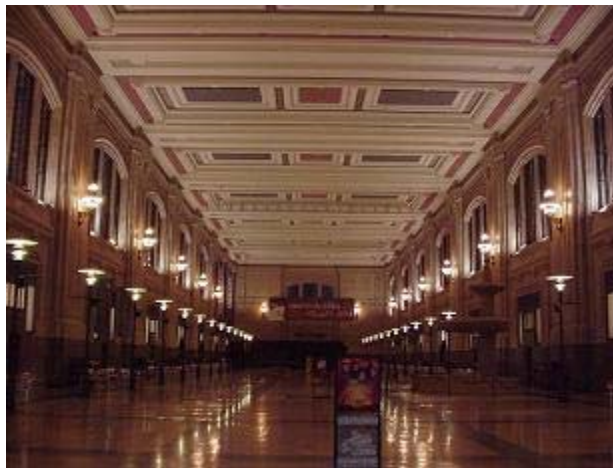
"Behind the Scenes" Tour of Union Station

b

The January meeting of the Kansas City IFMA chapter was held Tuesday, January 16th at the newly renovated Union Station. Kansas City's Union Station has played a central role in the city's history since it opened in 1914. It has become famous for the "Union Station Massacre" in 1933 and the building's use as a restaurant. The t-shaped Headhouse received a federal designation as a protected structure placed on the National Register of Historic Places in 1972. In 1982 it closed its doors to passenger traffic, but luckily was restored and re-opened in 1999. The 68 people who attended the meeting were given a treat of touring the lower levels of Union Station, viewing old mail delivery systems, the Pershing Post Office to the Union Station, as well as, old pumping systems for the elevator that takes many to places many had second thoughts about going into. Thanks to the Union Station group, everyone was given a real treat of seeing the way it used to be. Many of our adventurous group stayed for networking and refreshments at Fitz's Bottling Company after the tour.



Tour began
under the clock
at 5:15.



Renovated
hallway of
Union Station.

ALL THE RIGHT MOVES SEMINAR

On November 17, 2000, Solutions Associates, LLC presented their "All the Right Moves" seminar on Corporate Office Relocation to the Kansas City IFMA chapter. Local sponsors of the program were Fry-Wagner Moving & Storage, Glaze Commercial Real Estate Advisors, Inc. and Corporate Design Group. Held at the Country Club Plaza Embassy Suites, approximately 20 chapter members were treated to an all-day educational program on the many pitfalls companies face when relocating their facilities.

Solutions Associates would like to thank Scott Quarterson, Glen Miller, Kristi Gorrell Furey and their respective companies for supporting the program. Their sponsorships enabled the local chapter members to attend at a reduced cost. If you missed the program, but would like a copy of the seminar handbook, you can e-mail Solutions at bdbennett@earthlink.net.

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CFM'S KNOW - DO YOU?

Following is a question which might appear on the CFM (Certified Facility Manager) exam answer it?

What is the most important document you should have in hand before the general begins work on site?

- A. Signed contract.
- B. Certificate of insurance.
- C. Permit.
- D. Performance bond.

Answer to last month's question: A. Department growth.

<p>International Facility Management Association's World Workplace 2001 Will be held in Kansas City!</p>
<p>Plan now to be a part of this outstanding conference. September 23-25, 2001 For more information contact Becky Beilharz at (913)362-1040 or Teena Shouse at (913)315-3046.</p>

Quick Pix



The Information Booth at Union Station



The ticket booths remain



The second floor houses a museum with artifacts from prior Union Station eras.



Ads appear above the stairway descending to the lower level theaters.



Members proceed to lower level theaters.



The lower level houses theaters and shops.



Where others never go...IFMA members were able to tour the sublevels of the stadium.



Following the tour, members adjourned to Fitz's.



Fitz's provided a delicious meal.



Members enjoyed food and networking.



Alan Bram and Jack Tinnel.

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