



**UNITED STATES MARINE CORPS**  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD SUITE 20302  
ALBANY GEORGIA 31704-0302

MCLBAO 6260.4B  
CO  
31 Jul 23

MARINE CORPS LOGISTICS BASE ALBANY ORDER 6260.4B

From: Commanding Officer, Marine Corps Logistics Base Albany  
To: Distribution List

Subj: ERGONOMICS PROGRAM

Ref: (a) NAVMC DIR 5100.8  
(b) OPNAVINST 5100.23H  
(c) MCO 5100.29C

1. Situation. This Order revises the Ergonomics Program aboard Marine Corps Logistics Base (MCLB) Albany and includes all requirements applicable from reference (c). Even though there is not an Occupational Safety and Health Administration (OSHA) standard that specifically addresses ergonomic stressors, there is guidance and a performance-based program criteria through the Department of Defense (DoD) Ergonomic Working Group. MCLB Albany is an OSHA Voluntary Protection Program Star Worksite, and with this prestigious status, is expected to go above and beyond the OSHA standards and continuously improve occupational safety and health programs.

2. Cancellation. MCLBAO 6260.4A

3. Mission. MCLB Albany will implement the requirements in this Order to meet the execution of a robust and comprehensive ergonomics program to provide our employees with well-designed jobs, equipment, and workplaces that meet the intentions to protect and enhance the safety and health of the employees aboard the Installation that are outlined in the references.

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commanders Intent. The intent of this program is to eliminate or reduce employee exposure to ergonomic hazards. Collateral effects of a sound ergonomic program include reduced injury compensation costs, improved employee job satisfaction and comfort, and increased employee productivity.

(2) Concept of Operations. The ergonomics program aboard MCLB Albany will be implemented in accordance with reference (c).

b. Tasks

(1) Commanders and Directors

(a) Ensure ergonomic considerations become a fundamental aspect of standard operating procedures and safety standards.

(b) Ensure personnel aboard MCLB Albany receive annual ergonomic awareness training.

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(c) Designate members for an Ergonomics Team. The Ergonomics Team shall consist, at a minimum, of the Ergonomics Program Manager, one representative from the Human Resource Office (HRO) [Injury Compensation Program Administrator allowed], one representative from engineering or facility support, and one representative from contracting or purchasing. An invitation is extended to the Lead Fitness Instructor from Marine Corps Community Services (MCCS) as a subject matter expert in ergonomics and human factors training as their participation is highly recommended.

(d) Represent your organization at the ergonomic meeting held in conjunction with the MCLB Albany Commanding Officer's (CO) Safety Council.

(2) Installation Safety Manager, Risk Management

(a) Designate a representative from Risk Management as the Ergonomics Program Manager/Coordinator and leader of the Ergonomics Team.

(b) Oversee administrative aspects of the ergonomics program to include support of annual budget requests, resources for ergonomic evaluations, training execution, and implementation of equipment to continue improving the program.

(3) Director, Installation and Environment (I&E) Division

(a) Integrate ergonomic considerations into all facility modifications and workplace improvements.

(b) Implement recommendations from the Ergonomics Team to eliminate or reduce musculoskeletal risks.

(c) Designate a representative from I&E to serve as a member on the Ergonomics Team.

(4) Director, Human Resources Office

(a) Consult with the Naval Medicine Readiness Training Unit Albany, and the Injury Compensation Program Administrator to assign injured workers to light or restricted duty accordingly; consideration of the physician's recommendation(s) should also be taken.

(b) Designate a representative from the HRO to be a member of the Ergonomics Team.

(5) Injury Compensation Program Administrator

(a) Assist the Director of HRO with assigning employees recovering from injury or illness to light or restricted duty.

(b) Provide the Ergonomics Team with information on injury compensation chargeback costs associated with musculoskeletal disorders to enable trend analysis.

(6) Director, Logistics Support Division. Ensure equipment (e.g., furniture, tools, etc.) is evaluated to meet ergonomic requirements by coordinating with the Ergonomics Program Manager prior to being offered for purchase.

(7) Officer in Charge, Naval Medicine Readiness Training Unit Albany

(a) Ensure ergonomic risk factors are included on the periodic industrial hygiene survey.

(b) Ensure musculoskeletal injuries are reported to the cognizant supervisory and safety officials for investigation, logging, and tracking in Enterprise Safety Applications Management System (ESAMS).

(c) Ensure assistance is available for ergonomic awareness training.

(8) Ergonomics Program Manager

(a) Receive at least 40 hours of formal training in ergonomics and 24 hours in workplace back injury prevention.

(b) Lead the ergonomics discussion portion of the MCLB Albany CO's Quarterly Safety Council.

(c) Maintain written documentation of the activities of the Ergonomics Team and provide interface with the MCLB Albany CO's Quarterly Safety Council.

(d) Conduct an annual review of the Ergonomics Program. The report will include at a minimum: a summary of workplace processes that have been modified based on ergonomic hazards, status of employee training by organization, ergonomic injury trend analysis, and the activities of the Ergonomics Team. Provide the written program evaluation to the Installation Safety Manager for record.

(9) Ergonomics Team

(a) Provide assistance to unit safety officers and supervisors in recognizing, assessing, and monitoring musculoskeletal risk factors.

(b) Review worksite analysis to identify existing and potential ergonomic risk factors.

(c) Recommend corrective action for mitigation or reduction of ergonomic work-related risk factors.

(10) Unit Safety Officers

(a) Monitor and document ergonomics training and oversee implementation of this Order within your respective organizations.

(b) Assist supervisors and the Ergonomics Team in assessing work processes and worksites.

(c) Assist in abating identified ergonomic hazards.

(d) Report all musculoskeletal injuries and illnesses to the Risk Management Office.

(11) Supervisors

(a) Assist unit safety officers in implementing ergonomic control measures.

(b) Ensure personnel receive ergonomics awareness training through safety meetings and by attending back injury prevention classes.

(c) Request assistance from respective unit safety officer or Ergonomics Team for recognizing, assessing, and monitoring ergonomic risks.

(12) Employees

(a) Request assistance from supervisors or unit safety officers in identifying ergonomic risks in your specific tasks, processes, or operations.

(b) Recommend improvements to reduce ergonomic risks, enhance comfort, and improve productivity.

(c) Be aware of symptoms and causes of work-related musculoskeletal disorders and report occurrences to respective supervisors.

(d) Receive basic ergonomics annual training from the command.

(e) Implement training received into daily and non-routine tasks.

c. Coordinating Instructions

(1) Training

(a) Commanders and Directors will ensure that ergonomic awareness training is provided to all employees. Training shall enable each person to recognize musculoskeletal risks and procedures used to minimize such risks.

(b) The Risk Management Office maintains a safety training reference library with a variety of ergonomic videos available for organizations to use for training purposes. Additional training assistance can be obtained from the industrial hygienist in coordination with the Base Ergonomics Program Manager.

(c) Ergonomics awareness training shall be documented and available for review during safety and occupational health inspections by the Risk Management Office.

(d) Refresher training will be provided when personnel are assigned to a new job with different tasks/risks, or when risks are newly identified in a job.

5. Administration and Logistics

a. Administration. Recommended changes concerning the contents of this Order may be forwarded to the Risk Management Office, Public Safety Division via the appropriate chain of command.

b. Logistics. Materials required to support or enhance work-related ergonomics can be requested through the chain of command and coordinated with the Logistics Support Division.

6. Command and Signal

a. Command

(1) This Order is applicable to this Command and all Tenant Commands and organizations located aboard MCLB Albany.

(2) This Order is effective the date signed.

b. Signal. Point of contact for this matter is the Risk Management Office at (229) 639-5249 or by email at [mclbariskmanagement@usmc.mil](mailto:mclbariskmanagement@usmc.mil).

M. J. MCKINNEY

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