

**Lotte Chemical Pakistan Limited
Port Qasim**

PROCEDURE NO.	HSE&S Procedure No. 7.13-01	Page 1 of 3
TITLE	Ergonomics	
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Changes w.r.t organizations & designations

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1. PURPOSE

The purpose of this document is to provide a procedure for Lotte Chemical Pakistan Limited (LCPL), which when implemented shall ensure that the risks to employees from all ergonomic hazards are assessed and appropriate risk reduction has been put in place.

2. SCOPE

This procedure supports the HSE&S Standards, which ensure that ergonomic hazards are adequately controlled at Site and [City Office](#).

3. DEFINITIONS

3.1 Hazard – A physical situation with potential to cause harm to people, the environment or property. Such hazards can be associated with physical, chemical or biological effects in manufacturing, storage, transport or use of chemicals, and in the operation of other assets.

3.2 Risk is the likelihood:

- a) of a specified level of harm, to people, the environment or property or,
- b) that adverse affects will be expressed as a result of exposure to a hazard.

3.3 [Site](#)

[In the context of this procedure, Site is taken to mean the LCPL Site, the Raw water Pumping Station, and the adjacent 50 Acre Plot.](#)

4. REQUIREMENTS

4.1 Department managers should have systems in place to adequately monitor and control ergonomic hazards for their respective workgroups by having systems that should identify the sources of ergonomic hazards relevant to each workgroup (Please refer to Table 1 for possible ergonomic hazards).

4.2 An ergonomic risk assessment is carried out for all identified work tasks or workstations. There should be clarity of thought and the primary focus should be on:

- a) Identification of hazards.
- b) Risk assessment of the identified hazards.
- c) Improvement plan.
- d) Recording of b) & c).
- e) Control of personnel exposed to these hazards.

4.3 Please refer to table 2 for further clarification and Appendices 3 & 4 for risk assessment associated with manual handling jobs.

- 4.4 When risks are identified, an improvement plan, to eliminate or reduce the ergonomic risks, as far as is practicable, is compiled and implemented by the respective Departmental Managers.
- 4.5 The assessment and improvement plans are recorded by the respective departmental managers or by their nominated responsible managers.
- 4.6 Where appropriate, training (On the nature of the ergonomic hazard and risk, and the control measures necessary) shall be provided to persons exposed to significant ergonomic risks.
- 4.7 Departmental managers shall take measures to identify and record the probable sources of ergonomic hazards to their respective work groups and workstations. (Advice on how to apply the principles is given in table 1.)
- 4.8 Once the risks have been clearly identified and listed, the responsible manager shall take steps to minimize these.
- 4.9 Auditing of corrective actions taken should be carried out at regular intervals, the period for which shall be decided by the responsible manager.

5. RESPONSIBILITIES AND COMMUNICATION

- 5.1 All Departmental Managers to ensure that their staff is aware of this procedure and an ergonomic risk assessment study for each job is carried out and filed locally for reference.

6. DOCUMENTATION

- 6.1 Appendix-1 Advice On How To Apply The Principles
- 6.2 Appendix-2 Visual Display Terminal Workstation Assessment Form
- 6.3 Appendix-3 Preliminary Assessment Flowchart
- 6.4 Appendix-4 Qualitative Assessment Form
- 6.5 [Appendix-5 Heat Stress Assessment Form](#)
- 6.6 [Appendix-6 Ergonomics Chair Guidelines](#)

7. AMENDMENTS

This is the [fifth](#) revision.