

SUBJECT: Ergonomics	NUMBER: 107-06-030
DIVISION: Operations Division – Employee Services	EFFECTIVE DATE: 4-20-09

APPROVED: 

POLICY/ PURPOSE: Eliminate the ergonomic injuries of employees of the Department of Administrative Services (DAS), decrease injury severity, improve workplace productivity, and reduce expenditures for incorrect purchases and repetitive adjustment of equipment.

AUTHORITY: Oregon Safe Employment Act – ORS 654.001 to 654.991, OAR 839-004-0001

APPLICABILITY: All employees of the Department of Administrative Services (DAS)

DEFINITIONS: **Ergonomics:** the study of how a workplace and the equipment used there can best be designed for comfort, efficiency, safety, and productivity.

Division Ergonomics Coordinator: Designated staff from each DAS division trained to administer ergonomic activities within that division.

Agency Ergonomics Coordinator: DAS Safety and Risk Manager.

SAIF: The organization that provides certified training for ergonomics coordinators.

Office Ergonomic Assessment Worksheet : A form provided by SAIF used to record specific information pertaining to an employee's work-station measurements and the placement of equipment for employees.

GUIDELINES:

I. Division Administrators will:

- Appoint one or more Division Ergonomics Coordinator to serve the division's needs related to ergonomic matters and perform evaluations and training for employees.
- Advise the Agency Ergonomics Coordinator of the name(s) of the division's current ergonomics coordinators and any changes to the name(s).

II. Division Ergonomics Coordinators will:

- Perform evaluations to determine the ergonomic requirements for staff within their division. Coordinators will:
 - Complete an ergonomic evaluation within the first 10 days of employment for all new staff.
 - Assist employees with purchasing responsibilities to understand basic principles of office ergonomics.
 - Document employees' ergonomic assessment information on the Office Ergonomic Assessor Work Sheet; make a copy for the employee; keep a copy; and forward the original to the Agency Ergonomics Coordinator.
 - Teach employees how to adjust their workstations or how to request that adjustment.
 - Provide periodic follow-up training to employees as needed or requested.
- Request advanced level assessments or problem-solving assistance from the Agency

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Ergonomics Coordinator.

- Identify jobs with significant ergonomic risks. Request assistance from the Agency Ergonomics Coordinator to develop a plan to reduce the risk.
- Provide employees' ergonomic information to purchasing- and space-planning staff for use in making purchases or arranging to relocate staff.
- Report ergonomics issues to the affected employee's supervisor as soon as possible.
- Record and track modifications to an employee's ergonomic information, and any related equipment orders.

III. Agency Ergonomics Coordinator will:

- Monitor agency ergonomic activities and provide technical assistance to employees and supervisors as needed.
- Develop a process to conduct ergonomic risk assessments for all employees.
- Create an action plan to reduce or eliminate risk for at-risk employees.
- Record and track ergonomic evaluation information.
- Provide technical assistance on complex or involved issues.
- Provide employees and coordinators with the training needed to comply with standards.
- Maintain documentation of ergonomic information.
- Develop special ergonomic protocols or procedures as needed.
- Provide periodic reports to management on the status of ergonomics.