

Internal Operations Manual

SUBJECT: Workplace Ergonomics **NUMBER:** 107-06-030

DIVISION: Office of Business Administration, Personnel **EFFECTIVE DATE:** 12-01-03

APPROVED: 

POLICY/PURPOSE: The purpose of this policy is to eliminate employee ergonomic injuries, decrease injury severity rates, improve workplace productivity, and reduce expenditures for repetitive adjustment of equipment and incorrect purchases.

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

APPLICABILITY: All Department of Administrative Services (DAS) employees

DEFINITIONS: **Ergonomics:** An applied science concerned with the characteristics of people that need to be considered in designing or arranging things that they use.

Division Ergonomic Coordinator: Designated staff for each division who will administer ergonomic activities within that division.

GUIDELINES:

I. Division Administrators:

Division Administrators will appoint Division Ergonomic Coordinators who will perform evaluations and training in their divisions. The Division Administrator will also revise position description(s) as needed, to reflect duties of Division Ergonomic Coordinator.

II. Division Ergonomic Coordinators

Division Ergonomic Coordinators will perform ergonomic evaluations on all staff in their division to determine ergonomic requirements and will:

- a. Perform an ergonomic evaluation on all new staff in the first 10 days of employment.
- b. Assist division employees with purchasing responsibilities to understand basic principles of office ergonomics.
- c. Document Ergonomic assessment information and forward it to the Agency Ergonomic Coordinator.
- d. Teach employees they evaluate how to adjust their workstation or how to request that adjustment.
- e. Provide periodic follow-up training to work areas as needed or requested.
- f. Request additional assistance from Agency Ergonomic Coordinator as needed for advanced-level assessments or problems.

GUIDELINES: (Continued)

- g. Identify jobs in their division, which carry significant ergonomic risks and request assistance from Agency Ergonomic Coordinator in developing a plan to reduce the risk.
- h. Provide staff related ergonomic information to purchasing staff and space planning staff, when making purchases or arranging for relocation of staff.
- i. Report ergonomic issues to Supervisor as soon as possible.
- j. Record and track Ergonomic Modification and equipment orders.

III. The Agency Safety Manager

The Agency Safety Manager will also act as the Agency Ergonomic Coordinator and will:

- a. Monitor agency ergonomic activities and provide technical assistance as needed
- b. Develop process for completion of ergonomic risk assessments for all employees.
- c. Create an action plan for at-risk employees to reduce or eliminate the risk.
- d. Record and track ergonomic evaluation information.
- e. Provide technical assistance on complex or involved issues.
- f. Provide employees and coordinators with adequate training to comply with standards.
- g. Maintain documentation of ergonomic information to be provided as requested.

PROCEDURES:

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
1.	Division Administrator	Appoint Division Ergonomic Coordinator and monitor division activities. Revise position description accordingly. Conduct periodic review of Coordinators activities to ensure timely completion of assigned duties.
2.	Division Ergonomic Coordinators	Perform employee evaluations and make recommendations for correction. Communicate evaluation information to Agency Ergonomic Coordinator for tracking. Provide staff training. Act as division liaison in all ergonomic matters.

PROCEDURES: (Continued)

Step **Responsible Party**

Action

3 Agency Ergonomic
Coordinator

Train and monitor Division Ergonomic Coordinators.

Track and maintain data from evaluations.

Provide periodic reports on ergonomic status to management.

Develop special ergonomic protocols or procedures as need.