

# DAS Risk Management Toolkit

## Office Workstation Ergonomics

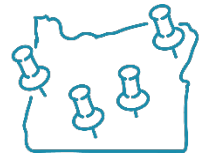
### Authority

As stated in ORS 278.405, DAS Risk Management (DAS RM) manages technical risk services and creates policies for handling risk management activities.



### DAS Risk Roles and Responsibilities

- ❖ Provide agency resources for training employees on conducting ergonomic assessments for office furniture and equipment.
- ❖ Ensure employees have training and resources available to adjust their office furniture and equipment.



### Agency Roles and Responsibilities

- ❖ Offer employees ergonomic furniture and equipment.
- ❖ Train employees to become Ergonomic Assessors as needed.
- ❖ Ensure employees, supervisors, and assessors are familiar with the Office Workstation Ergonomics Toolkit.
- ❖ Provide resources on ergonomics for both workplace and home office settings.
- ❖ Give employees access to online ergonomic training, including self-assessment tools.

### Best Practices

DAS RM uses The Centers for Disease Control (CDC) and the National Institute for Occupational Safety and Health (NIOSH), studies as best practice. They highlight the importance of good office ergonomics. Implementing a solid ergonomics program can reduce or eliminate work-related musculoskeletal disorders and other injuries and improve safety.



### Overview

This toolkit helps agencies, boards, and commissions implement good office ergonomics. Workstations which fit the employee can reduce the physical stress and muscle strain caused by awkward postures and repetitive movements. A key goal of this toolkit is to help employees adjust their workstations themselves. Supervisors and managers should ensure:



- ❖ Ergonomically adjustable furniture and equipment are available.
- ❖ Some furniture, especially chairs, are available to fit employees. One size does not fit all.
- ❖ Employees understand ergonomic practices and know where to find resources.

Supervisors and managers should check whether an employee's workstation meets their needs at several key times:

- ❖ When hiring
- ❖ After reports of discomfort
- ❖ Before and after changing workstation furniture

- ❖ When/if an employee moves to another workstation
- ❖ After any injuries
- ❖ After vehicle crashes
- ❖ After any surgery
- ❖ After purchasing new glasses
- ❖ Following requested accommodations

If an employee struggles adjusting their workstation, it's wise to consult a trained ergonomic assessor.

## Training Ergonomic Assessors

Agencies should have several employees trained as ergonomic assessors. These assessors can measure and adjust chairs, and check for awkward positions. They can recommend improvements for workstation setup, including:

- ❖ Chair measurements and adjustments
- ❖ Monitor height and position
- ❖ Keyboard types and position
- ❖ Workstation surface heights
- ❖ Mouse types and settings
- ❖ Phone positioning and headset needs
- ❖ Position of work tools
- ❖ Troubleshooting issues



Ergonomic assessments can also be done remotely. Contact a trained assessor to arrange this. The assessor will identify issues and suggest improvements.

SAIF Corporation, the state's workers' compensation insurer, provides training for those interested in becoming ergonomic assessors. Register here: [Office ergonomics assessor training \(saif.com\)](https://saif.com/office-ergonomics-assessor-training)

## Ergonomics Chairs, Workstation Tools and Zones

Adjustable chairs and workstation tools are a smart purchase from an ergonomic perspective. All ergonomic chair manufacturers listed on the State of Oregon price list meet good standards for adjustability. They provide videos for self-adjustment of their chairs. You can find ergonomic chair vendors on the [DAS Procurement website](#) under Office Furniture. Please reference the Buyers Guides for current contract information.



Ergonomically fitted workstation tools follow the Green, Yellow and Red Leverage Zone standards.

- ❖ Green Zone- Best
  - Elbows are close to the body. Upper arms at the side, perpendicular to the floor. Lower arms can reach frequently used materials with the arms pivot point at the elbow. Low back and shoulder muscles are the most relaxed and neutral position. Arm muscles are working at a low capacity.
- ❖ Yellow Zone- Better
  - Elbows are six inches from the body with upper arms angled at 45 degrees to the floor. Upper arms and lower arms reach workstation materials and equipment, but the pivot point is at the shoulder. Muscles must work much harder to offset the force applied to the shoulder. This leads to fatigue and discomfort in the shoulders and lower back.

❖ Red Zone- Avoid

- Arms and elbows are fully extended from the body. The pivot point to move the arm is still at the shoulder, but more back muscles are used. There is a 100% increase in force in the shoulder and back compared to the green zone. To hold the arm up, the muscles must work even harder. Fatigue and discomfort in the shoulder and back can be worse and can appear faster than in the yellow zone.

Workstation tools like keyboards, monitors, mice, and footrests are also available on the DAS Procurement website under Consumable Goods. Please reference the Buyers Guides for current contract information.

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## Resources, Links and Information

The following is a listing of all the Ergonomic resources on the DAS Risk Management website developed to assist agencies with Ergonomic Assessments.



[Ergonomics in the Workplace](#)

[Ergonomics for the Home Office](#)

[Telecommuting Safety Tips](#)

[VelocityEHS Office Ergonomics \(Formerly Ergopoint\)](#)

[Self-Assessment Form](#)

[SAIF Brainstorm Ergonomic Solutions Tool \(BEST\)](#)

[Workday Trainings](#)

SAIF - Safety In Motion® (eSIM)

[Oregon OSHA Ergonomics](#)

[CDC/NIOSH Ergonomics](#)

Ergonomic Posters

[https://www.saif.com/documents/SafetyandHealth/Ergonomics/S916\\_Neutral\\_Posture\\_8.5x11.pdf](https://www.saif.com/documents/SafetyandHealth/Ergonomics/S916_Neutral_Posture_8.5x11.pdf)

[https://www.saif.com/documents/SafetyandHealth/Ergonomics/S985\\_Neutral\\_Posture\\_Standing\\_8.5x11.pdf](https://www.saif.com/documents/SafetyandHealth/Ergonomics/S985_Neutral_Posture_Standing_8.5x11.pdf)



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