

# ERGONOMICS PROGRAM

OCCUPATIONAL SAFETY AND HEALTH MANUAL



<b>Policy Owner:</b>	Risk Management	<b>Effective Date:</b>	March 1, 2021
<b>Category:</b>	600	<b>Reviewed Date:</b>	n/a
<b>Policy Number:</b>	019	<b>Revised Date:</b>	n/a
<b>Scope:</b>	All Employees	<b>Training Needed:</b>	Yes
<b>Associated Form:</b>	Yes 218-221	<b>Training Frequency:</b>	Specific to trained staff

## ERGONOMICS PROGRAM

[Oregon OSHA's Ergonomic Information Page](#)

[Self-Insured and Group Self-Insured Loss Prevention Programs](#)

This chapter has been implemented with the goal of strengthening our commitment to occupational injury prevention. The goal of ergonomics is to eliminate or reduce worker exposure to hazards or work conditions which lead to musculoskeletal disorders.

Musculoskeletal disorders are injuries and disorders of the muscles, nerves, tendons, ligaments, joints, cartilage and spinal discs.

## DEFINITIONS

**Ergonomics:** The science that addresses human performance and well-being in relation to job, tools, equipment, and environment. Two additional terms that are commonly used in conjunction with ergonomics:

1. **Biomechanics:** The study of movement of body segments (fingers, hands, arms, back) to describe the abilities and limitations of the human body.
2. **Anthropometry:** The analysis of dimensions and proportions of the human body in relation to workstation design, equipment, furniture and tools.

**Ergonomic Assessment:** Method used for identifying ergonomic issues in an employee's workstations or work activities.

**Musculoskeletal Disorders (MSDs):** Injuries and disorders of the muscles, nerves, tendons, ligaments, joints, cartilage and spinal discs. They do not include injuries resulting from slips, trips, falls, or similar accidents. Examples of MSDs include carpal tunnel syndrome, tendonitis, and low back pain.

## RESPONSIBILITIES

**Management:** It is the direct responsibility of management to ensure that evaluations of workplace design, layout, operation, and assistance with job site modifications utilizing an ergonomic approach are conducted. The primary records of the ergonomic surveys and findings will be maintained by the supervisor or manager of the group or department receiving the evaluation.

**Employees:** It is the responsibility of the employee to report any discomfort to their supervisor that they feel is being caused or aggravated by their workstation. Employees are also responsible for participating in the job

hazard analysis or ergonomic assessments of their workstation to assist with eliminating or reducing hazards and issues that are causing or contributing to their discomfort.

Ergonomic Responder Training: Staff training in ergonomic assessment are identified as Ergonomic Responders. They are trained to identify basic risk factors and provide recommendations to supervisors on how to improve employee work states and environments.



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## Workstation Ergonomic Evaluation For Employee and Ergo Responder

Employee Name:	Dept.:	Position:	
Employer:	Location:	Employer Contact Person:	
Ergo Responder Evaluator:	Phone:	Evaluation Date	
		Employee:	Ergo Responder:
Purpose for Evaluation	New Hire	Workstation Change (New Equip or Duties)	Employee Request
Concerns/Discomfort Experienced	Percentage of Time by Job Task		
	Keyboard Used:		Mouse Used:
	Time Writing:		Reading from Copy:
	Using Telephone:		Input Documents:
	10-Key Used		Filing:
	Stapling/Removing:		
	Vision Correction:		



Employee Name:

Date:

## Chair

Evaluation Points		Possible Solutions	Actions Taken/Date	
			Employee	Ergo Responder
Are shoulders relaxed and elbows approximately angled from 90° to 110° (not stretched forward or bent upward?)	Yes No	Install an articulating (height & depth adjustable) keyboard/mouse tray or adjust chair height (if keyboard is on desktop) to achieve appropriate angles.		
Is curve of the lower back supported in chair?	Yes No	Adjust or add lumbar support to chair to fit the lower curve of the back.		
Do feet rest firmly on floor or footrest?	Yes No	Provide a footrest.		
Are hips and knees at comfortable angles when seated back in chair?	Yes No	Adjust chair height, back tension, or tilt to achieve comfort in hips and knees. Sit back in chair to provide full support. Minimize sitting on chair's edge.		
Is there a fist distance of space between front of chair and back of knees when seated back fully?	Yes No	If able, adjust seat pan depth. If seat pan is too deep, add a lumbar cushion to the back. If seat pan is too shallow, get a chair with a deeper seat.		
Does user perch toward front of chair?	Yes No	Provide a footrest. Raising feet will force users back into the chair backrest.		
Is the seat pan adequately cushioned?	Yes No	Add additional seat cushion or purchase new chair.		
Do thighs come in close contact with underside of desk or keyboard tray?	Yes No	Remove obstructions that contact thighs, raise desk, or lower chair if able.		

## Keyboard and Input Devices

Evaluation Points		Possible Solutions	Actions Taken/Date	
			Employee	Ergo Responder
Is user aligned in front of keyboard?	Yes No	Align keyboard directly in front of user.		
Is mouse/input device at same level and close to keyboard?	Yes No	Align mouse/input device on same level and as close as possible to minimize arm extension.		
Are wrists straight while keyboarding or using a mouse (not angled or drooping)?	Yes No	Flatten keyboard tray angle. If helpful to guide wrists to a flat posture, use a gel-filled wrist/mouse support. Use good technique – float over the keys and use wrist support only during keying breaks. Do not deviate wrists side to side.		
Does mouse/input device fit user's hand?	Yes No	Try out different sized/shaped devices.		
Is right hand tired from overuse?	Yes No	Train left hand to use input devices.		
Are hard, sharp, or cold edges contacting arms, wrists, or elbows?	Yes No	Cushion surfaces. Use wrist/mouse supports to prevent contact with body parts.		

Employee Name:

Date:

## Monitor

Evaluation Points		Possible Solutions	Actions Taken/Date	
			Employee	Ergo Responder
Is monitor an arm's distance away from user?	Yes No	Position monitor 20 to 30 inches away from user.		
Is top of monitor screen at or slightly below eye level?	Yes No	Position top of monitor no higher than eye level. <i>Bifocal wearers may need to lower monitor to desktop.</i>		
Is user aligned in front of monitor?	Yes No	Align monitor directly in front of user.		
Are ears positioned over shoulders when looking at monitor (not bent up or down?)	Yes No	Position top of monitor no higher than eye level. <i>Bifocal wearers may need to lower monitor to desktop.</i>		
Is screen free from any glare?	Yes No	Position monitor parallel to windows, decrease overhead lighting, use window shades, tilt screen to a flat position, or use an anti-glare filter to reduce glare.		

## General/Accessories

Evaluation Points		Possible Solutions	Actions Taken/Date	
			Employee	Ergo Responder
Is there adequate leg clearance under desk to stretch legs while seated?	Yes No	Remove clutter from under desk.		
Are input documents positioned to minimize head movement?	Yes No	Use a document holder that is aligned under monitor or is next to and near the same level as monitor.		
Are frequently used work tools within easy reach of user?	Yes No	Move frequently used items (phone, calculator, etc.) within easy reach to avoid over-reaching strains.		
Are tasks and postures shifted throughout the workday?	Yes No	Alternate tasks and postures as a part of daily work plans. Give hands periodic rest breaks when keyboarding or using the mouse.		
Are head and neck aligned when using the phone?	Yes No	Hold receiver upright when using the phone, use speakerphone, or telephone headset. <i>Determine the need for a telephone headset by user's average call frequency, duration, or whether multiple tasks are being performed while using the phone.</i>		

## Final Recommendations