

ROGUE COMMUNITY COLLEGE GENERAL INFORMATION AND ADMINISTRATIVE PROCEDURES

Procedure: **ERGONOMICS (AP-052)**

Contact: Director of Human Resources and Risk Management, Ext. 7017

INTRODUCTION

Workplace ergonomics is an important component of employee health and safety. According to the Occupational Safety and Health Administration (OSHA), each year 1.8 million workers in the United States report work-related musculoskeletal disorders such as carpal tunnel syndrome, tendonitis, repetitive strain injuries, and back injuries, some of which are serious enough to prevent employees from being able to work. The proper application of ergonomic principles can prevent and even provide a solution for many of these injuries.

POLICY STATEMENT

RCC provides a safe and comfortable work environment for all employees. This ergonomic procedure was developed to identify and correct risk factors, prevent work-related musculoskeletal disorders, provide a process by which workstations are evaluated and assessed, and protect employee health through ergonomically-sound practices.

The primary tools of the College's ergonomic program include training, consultation, workstation evaluation, and written recommendations.

ERGONOMIC INTERVENTION PROCEDURE AND ASSESSMENTS

If an employee experiences pain or discomfort while performing his/her work activities, he/she should promptly contact his/her supervisor. The employee is expected to provide his/her supervisor with specific information regarding any physical discomfort he/she may be experiencing.

Supervisors should be responsive to their employee's expressions of concern and insure that precise information is provided to the Risk Management Coordinator; wjones@rogucecc.edu; Ext. 7146 or the Assistant Director of Human Resources (HR); jharrington@rogucecc.edu, Ext. 7346 (HR Administrators) for follow-up.

Based on the information obtained, the HR Administrator or his/her designee shall promptly conduct an ergonomic evaluation, which will include an interview with the employee to determine the depth of analysis/assessment necessary and provide recommendations as necessary. During an ergonomic evaluation, employees will be provided with instruction in injury prevention practices and the proper use and application of good body mechanics. Access to additional educational material is available through the HR Administrators and on the HR website:

https://web.rogucecc.edu/sites/web.rogucecc.edu/files/Sites/HR/Forms_Procedures/RiskMgmt/OfficeErgonomicTipsStretches.pdf. There is also an office ergonomics course available to employees on the SafeColleges® training system.

Following the ergonomic assessment, the HR Administrator will send a written report to the employee and the employee's supervisor which will include any recommendations.

Often, a minor adjustment will be sufficient to rectify the source of discomfort. On occasion, additional assistance from an external source such as the College's safety consultant may be needed to better understand the cause for a specific or complex musculoskeletal disorder.

Examples of recommendations may include, but are not limited to changing the nature of a task to remove repetition or provide for better body positioning while completing it, providing ergonomic task chairs that adjust to fit the user, making adjustments to the distance and positioning of the employee's computer monitors, keyboard, mouse, phone, etc., and providing information to employees on the importance of rest breaks and stretching.

EQUIPMENT AND/OR SUPPLY PURCHASES FOR WORKSTATION MODIFICATION

Items purchased due to ergonomic necessity, or ergonomic-based accommodations provided under the Americans with Disability Act, will be paid with the ergonomic account, contingent upon the availability of funds. Acceptable ergonomic task chairs are identified in the RCC Chair Ordering Procedure: <http://web.roguecc.edu/sites/web.roguecc.edu/files/Sites/Default/Chair%20Ordering%20Procedure.pdf>. Ergonomic account funds shall not be used for routine upgrades or replacements to workstation equipment.

Every effort will be made to make the necessary improvements to workstations with minimal financial impact. Purchasing recommended items not covered by ergonomic account funds will be a decision and financial responsibility of the evaluated employee's home department.