

RCC Ergonomics Program

Contact: Director of Risk Management

1. Rogue Community College is committed to providing a safe and comfortable workplace for all employees. The following Ergonomic Program was developed to identify and correct risk factors, prevent work related musculoskeletal disorders, provide a process by which work stations are evaluated and assessed and to protect employee health through ergonomically sound practices. All employees of Rogue Community College will participate and comply with all sections of the Ergonomics Program. The written Ergonomics Program will be reviewed, updated and maintained by the Rogue Community College Risk Management Department. A printed copy of the program is available at the Risk Management office and online at <https://web.roguecc.edu/risk-management/campus-occupational-safety>.
2. Responsibilities
 - a. The Risk Management Department is responsible for evaluating and monitoring the Ergonomic Program including assessing the nature and extent of ergonomic hazards, recommending ways of minimizing or controlling these hazards, and supporting the College through consultation and direction regarding ergonomics. The Risk Management Department is also responsible for ensuring that training on ergonomics is available to all employees.
 - b. Risk Management utilizes the following tools to administer and evaluate the effectiveness of the Ergonomics Program:
 - i. Review of accident and injury reports;
 - ii. Conducting ergonomic assessments;
 - iii. Consulting on ergonomic hazard reductions regarding equipment, furniture, process, programs, etc.,
 - iv. Communicating with supervisors and employees regarding the impacts of ergonomics and alternative solutions.
 - c. Departments are responsible for providing sufficient resources to implement ergonomic recommendations in a timely manner as well as ensuring that employees are properly trained.
 - d. All employees are responsible for attending training on ergonomics via Vector Solutions and for following proper work practices.
3. The difference between an ergonomic need and a workplace accommodation based on a disability is:
 - a. Ergonomic need is based on a recommendation from the Risk Management department following an ergonomic evaluation. The recommendation seeks to improve the employees work station or work process in order to prevent and/or reduce discomfort and/or possibly future injury. Risk Management manages this process.
 - b. Workplace accommodations are based on a documented disability. Human Resources manages this process.

4. The benefits of an ergonomic sound workplace include:
 - a. Reduced occupational injury and illness
 - b. Reduced workers' compensation and illness and accident costs
 - c. Reduced medical visits
 - d. Reduced absenteeism
 - e. Improved productivity and quality
 - f. Improved worker comfort on the job

5. Ergonomic Stressors
 - a. Poor workplace designs can present ergonomic risk factors called stressors. These stressors include but are not limited to repetition, force, extreme postures, static postures, quick motions, contact pressure, vibration, and cold temperatures. (Ergonomics: The Study of Work, OSHA)
 - i. Repetition
 - B. Is the number of motions or movements that are performed per cycle or per shift
 - ii. Force
 - B. Is the muscles used to produce force in order to perform necessary activities such as lifting, grasping, pinching, pushing, etc.
 - iii. Extreme Postures
 - B. Is when muscles are required to work at a level near or at their maximum capacity.
 - iv. Static Postures
 - B. A special type of awkward posture which occurs when a body part is not moving, but is still doing work. Examples include sitting in a chair or holding an object.
 - v. Contact Pressure
 - B. Is the pressure from resting part of the body against a sharp edge or corner. Resting the wrists or forearms on an edge of a desk while typing is one example.
 - vi. Vibration
 - B. Exposure to local vibration occurs when a specific part of the body comes in contact with a vibrating object, such as a power hand tool. Exposure to whole-body vibration can occur while standing or sitting in vibrating environments or objects, such as when operating heavy-duty vehicles or large machinery.
 - vii. Cold Temperatures
 - B. Reduce the natural elasticity of the body and reduce the sensation of touch (tactile feedback). In order to get the same amount of tactile feedback, and employee may exert more force than is necessary.

6. Musculoskeletal Disorders (MSD)
 - a. Employee exposure to the stressors can cause injury or some type of MSD.
 - b. Symptoms of Musculoskeletal Disorder

- i. Symptoms of MSD identify that one or more ergonomic stressors may be present. There may be individual difference in susceptibility and symptoms among employees performing similar tasks. Any symptoms are to be taken seriously. The following list of symptoms can be but are not limited to:
 - B. Numbness
 - C. Tightness
 - D. Tingling
 - E. Swelling
 - F. Pain
 - G. Stiffness
 - H. Redness

7. Online Ergonomic Tool

- a. SAIF offers a convenient way to get your workstation set up properly. They have produced a [step by step video](#) with instructions that addresses posture as well as adjusting setup of:
 - i. Chair
 - ii. Keyboard
 - iii. Mouse
 - iv. Monitor(s)
 - v. Phone

8. On Campus vs Remote Work options

- a. When setting up a home office, visit this [helpful information](#).
- b. If you need additional assistance, please contact Risk Management for setting up a virtual ergonomic assessment.

9. Ergonomic Intervention and Assessments

- a. If an employee experiences pain or discomfort while performing their work activities, they should promptly notify Risk Management. All employees are encouraged to report any signs or symptoms of musculoskeletal disorders as early as possible.
- b. Supervisors should be responsive to their employees concerns and insure that the information is provided to the Risk Management Department by contacting one of the individuals listed below:
 - i. Primary Contact
 - B. Risk Management Coordinator
 - ii. Secondary Contact
 - B. Director of Risk Management
- c. Employee must complete [online step by step video](#) instructions along with the [ergonomic self-assessment](#) before an ergonomic assessment can be requested.
- d. Based on the information provided by the employee, Risk Management will conduct an ergonomic assessment, which will include an interview with the employee to

determine the depth of analysis or assessment that is necessary and provide recommendations as necessary.

- e. Risk Management will implement one or both of the following options:
 - i. Engineering controls
 - B. Are changes made to the workstations, tools, and/or machinery that alter the physical composition of area or process.
 - ii. Administrative controls
 - B. Are changes made to regulate exposure without making physical changes to the area or process, for example taking frequent breaks and job rotations. In general, engineering control are preferred as their goal is to reduce the presence of hazards.
- f. During the ergonomic evaluations, the employee will be provided with instruction in injury prevention practices and the proper use and application of good body mechanic. Access to additional educational material can be found on the Risk Management Occupational Safety webpage.
- g. Following the ergonomic assessment, Risk Management will send a written report to the employee and the employees' supervisor, which will include recommendations. Examples of recommendations may include but are not limited to:
 - i. Changing the nature of a task to remove repetition or to provide for better body positing while completing it.
 - ii. Providing an ergonomic task chair that adjusts to the fit the user.
 - iii. Making adjustments to the distance and positioning of the employee's computer monitors, keyboard, mouse, phone, etc.
 - iv. Proving information to an employee on the importance of rest breaks and stretching.
 - v. Changes to the employees work routine and or process.
 - vi. Providing other furniture or equipment.
 - vii. Changes to lighting in the work place.
- h. Often a minor adjustment will be sufficient to rectify the concerns. On occasions, additional assistance from an external source may be needed to better understand the cause for a specific or complex musculoskeletal disorder.

10. Records Retention

- a. Rogue Community College Risk Management keeps a record of each ergonomic assessment that is completed: in accordance with Oregon record retention requirements.

11. Equipment Selection

- a. Chairs
 - i. Please see Administrative Procedure 6386.
 - ii. Under most conditions, the cost for an ergonomic chair purchase is the responsibility of the department. Any additional costs for replacement, repairs or upgrades are the responsibility of the individual department. If an ergonomic chair is recommended as part of the ergonomic assessment by

Risk Management, the chair will be purchased and or sourced by the ergonomic fund, pending the availability of funds.

- b. Sit Stand Desks
 - i. Please see Administrative Procedure 6386.
 - ii. Costs for sit stand desks are the responsibility of the individual department unless the employee has received an ADA accommodation through HR.
- c. Desk Risers
 - i. Please see Administrative Procedure 6386.
 - ii. Costs for desk risers are the responsibility of the individual department unless the employee has received an ADA accommodation through HR.
- d. Telephone Headset, Keyboard tray, Ergonomic key board, Mouse pad, Ergonomic Mouse, Document Holders, Footrests, Monitor arms, etc.
 - i. Under most conditions, the cost for the items listed above are the responsibility of the department. Any additional costs for replacement, repairs or upgrades are the responsibility of the individual department. If one of the items listed above is recommended as part of the ergonomic assessment by Risk Management, the item will be purchased and or sourced by the ergonomic fund, pending the availability of funds.