



Office Ergonomics Program and Procedure

PROGRAM OVERVIEW

The Santa Clarita Community College District is committed to providing a safe and healthy work environment for employees. Human Resources has developed a program to remedy work-related repetitive motion injuries (RMI) by educating employees about proper postural positioning through assessment and access to Keenan SafeColleges, which provides online ergonomic training for college employees. In addition, this procedure provides recommended ergonomic products to purchase based on applicability, durability, cost, performance, availability, and ease of use. This procedure provides broad ergonomic guidelines that employees and departments must consider when utilizing PC workstations on campus.

GOALS & OBJECTIVES

The Ergonomic Program aims to proactively address and mitigate the risks associated with Work-Related Musculoskeletal Disorders. Through strong management commitment, hazard identification and mitigation, and active employee participation, the program strives to reduce these potential health risks in the workplace.

Our goal is to ensure a secure environment for our employees during their daily job activities, offering an ergonomic program and guidelines to support departments. This initiative aims to decrease workers' compensation expenses, boost efficiency and productivity, and ultimately improve employee satisfaction.

PURPOSE

Our purpose is to reduce or eliminate hazards that contribute to the development of **Musculoskeletal injuries (MSI), disorders that are caused, precipitated, or aggravated by repetitive motions**. To achieve this, we must utilize primary tools such as:

- Worksite evaluations
- Employee and supervisor training
- Implementation of ergonomic control strategies
- Provide a continuous, ongoing ergonomic approach.

RESPONSIBILITIES

Santa Clarita Community College District employees are responsible for contributing to a safe and healthy work environment. It is our responsibility to minimize hazards in the workplace.

Employees are encouraged to review information and participate in education and training opportunities that will assist in contributing to a healthy work environment.

Non-work activities can also cause or contribute to discomfort and medical impairments, so employees are urged to apply ergonomic principles outside the workplace as well.

Department Managers/Supervisors

Supervisors are encouraged to provide employees with appropriate ergonomics training, reinforcement, and assistance. This can be accomplished as follows:

- Promote a safe and healthy work environment
- Maintain awareness of MSI risks
- Evaluate the work environment for proper ergonomic practices and conditions
- Promptly report all employee injuries and employee complaints regarding MSI symptoms
- Provide employees with the link to the Ergonomic Pre-Assessment form to complete (*see Appendix A*)
- Submit requests for evaluation to Human Resources in a timely manner
- Contact Human Resources for employee access to Keenan's SafeColleges online Office Ergonomic training modules
- Provide proper workstations and assistive devices
- Consult with Human Resources for further assistance and recommendations

Human Resources

Human Resources' mission is to reduce health, safety, and ergonomic risks to the Santa Clarita Community College District community. It is Human Resources' responsibility to:

- Consult with and notify management of ergonomic regulations and requirements
- Coordinate and schedule ergonomic workstation evaluations to reduce cumulative trauma injuries
- Provide training and education for employees, supervisors, and managers through Keenan SafeColleges
- Evaluate individual and departmental workstations after an injury has occurred
- Keeps employee and employee's supervisor apprised of the progress of the ergonomic evaluations and the resulting recommendations
- Provide consultative ergonomic assistance to departments, as requested
- Annually review and update the Ergonomics Program to ensure the program complies with state and federal regulations

Employees

Employees are responsible for conducting themselves per this policy and program. Employees are responsible for the following:

- Adjust and use their workstation and equipment as outlined in the ABC's of Ergonomic Principles (*See Appendix B*)
- Perform simple exercises and stretches throughout their workday
- Actively participate in training as required, and apply the knowledge and skills acquired to actual jobs, tasks, processes, and work activities
- Immediately report MSI symptoms and work-related injuries to the manager/supervisor
- Complete the Employee Workstation Evaluation Request form and submit it to their supervisor and Human Resources.
- Provide a doctor's note if a sit/stand desk is recommended.
- Take responsibility for their personal health and safety.

Purchasing

Purchasing assists in the procurement of ergonomically sound furniture and equipment from various vendors. Purchasing is responsible for:

- Researching options for recommended ergonomic tools, equipment, furniture, and upgrades from the ergonomic evaluation, with the exception of technology-related items (see below)
- Space planning of new furniture to ensure placement in an ergonomically sound manner
- Ordering all ergonomic tools, equipment, and furniture from the District's list of approved items (*see Appendix C – Ergo Catalog*)
- Coordinating installation of ergonomic furniture and equipment with facilities and/or IT
- Keeping HR apprised of progress

Information Technology Department

- Researching options for recommended technology-related ergonomic tools, equipment, furniture, and upgrades from the ergonomic evaluation
- Coordinating installation of ergonomic equipment and tools with facilities and/or purchasing
- Keeping HR apprised of progress

Facilities Department

- Coordinating installation of ergonomic equipment, furniture, and upgrades with IT and/or purchasing
- Keeping HR apprised of progress

Department Relocation

- When a department relocation occurs, the Department Manager should consult with the Facilities, IT, and Purchasing Departments in the initial planning process to address options for ergonomic workstation designs and ergonomic accessories.

PROCESS

Employees in need of an ergonomic evaluation should:

- Notify their supervisor that they wish to have an ergonomic evaluation.
- Fill out the [Employee Workstation Evaluation Request](#)

- Return the completed form to their supervisor and Human Resources via email to Roxana.padilla@cayons.edu.
- Prior to your evaluation, you are *required* to complete the online safety training video. Roxana Padilla will coordinate with the Professional Development Office to assign you the "Office Ergonomics Training" (29 minutes) via the Keenan SafeColleges website. You will receive your username and login information from the Professional Development Office.
- After completing the training, save your certificate and email it to Roxana at Roxana.Padilla@canyons.edu.

Human Resources will:

- Schedule an ergonomic evaluation (this appointment can take from 30 to 60 minutes)
- After the evaluation is complete, a report of the findings will be provided to the employee, and any ergonomic recommendations will be emailed by HR to both the employee and their supervisor.
- If an evaluation recommends the procurement of workstation equipment (e.g. an ergonomic task chair, keyboard tray, desk, sit stand desk/equipment, mouse, computer keyboard, etc.), HR will assess the recommendation for approval and purchase from items listed in the Ergo Catalog (*see Appendix C*)
- If HR approves the recommendation, HR will coordinate with Purchasing to place the order.
- For sit/stands, HR will coordinate with IT to confirm the appropriate sit/stand for the employee's workstation.
- Items included in the evaluation and approved by HR for purchase, but are not listed in the Ergo Catalog, may have an extended lead time.
- If HR denies a recommendation, a written justification will be provided. The employee may pursue requesting the purchase from the department or supervising administrator, or purchase the item on their own, but it will not be reimbursed

REFERENCE:

- Community Colleges Office Ergonomics Program: Keenan & Associates
- California Code of Regulations (CCR) Title 8, Section 5110, Ergonomics:
<http://www.dir.ca.gov/title8/5110.html>

Appendix A: Employee Workstation Evaluation Request Form

Appendix B: The ABC's of Ergonomic Principles

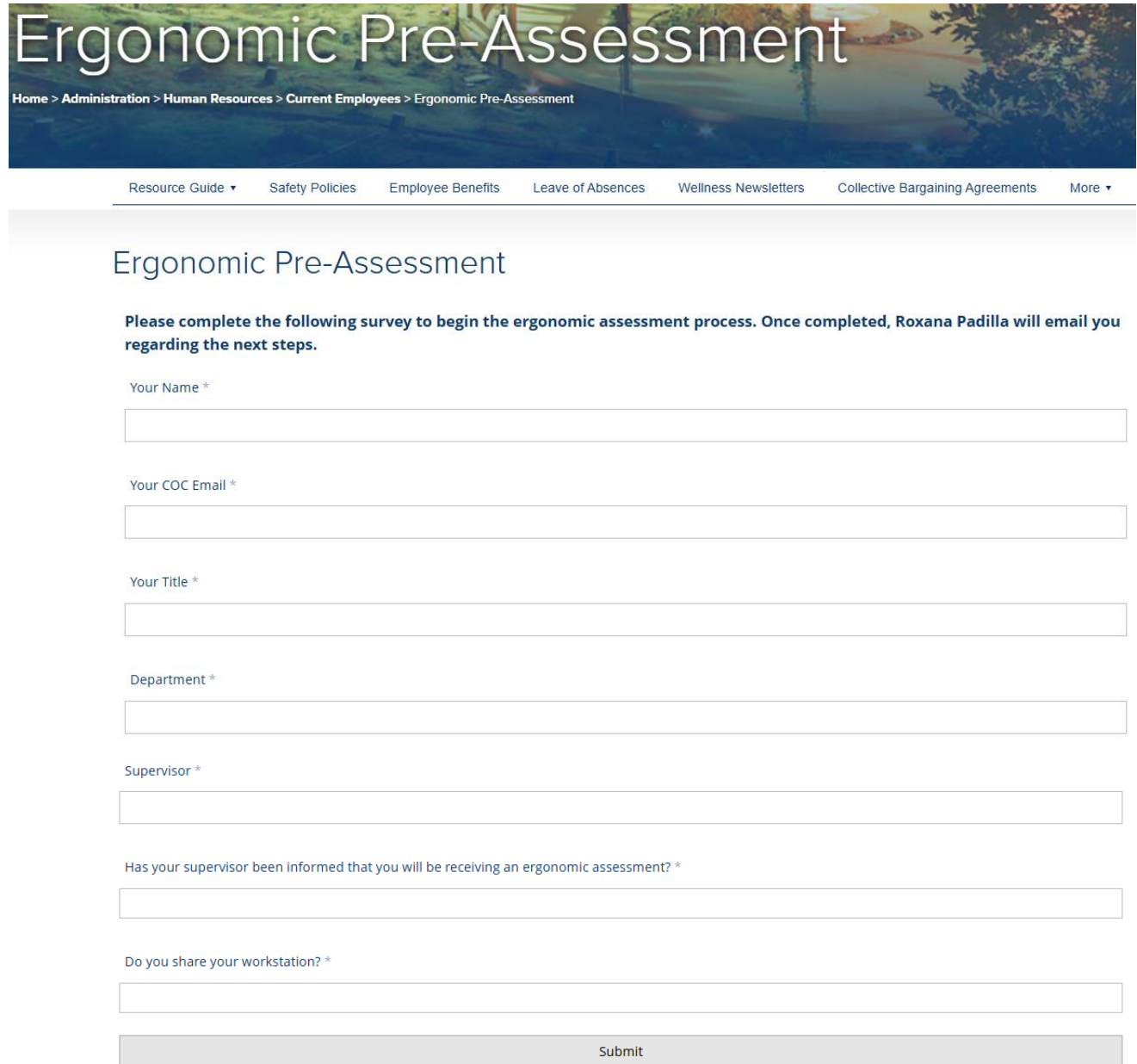
Appendix C: Ergo Catalog

APPENDIX “A”

Ergonomic Pre-Assessment Form Online Link:

<https://www.canyons.edu/administration/humanresources/current/Ergonomics-Pre-Assessment.php>

Website:



The screenshot shows the 'Ergonomic Pre-Assessment' web form. At the top is a banner with the title 'Ergonomic Pre-Assessment' and a breadcrumb trail: 'Home > Administration > Human Resources > Current Employees > Ergonomic Pre-Assessment'. Below the banner is a navigation menu with links: 'Resource Guide', 'Safety Policies', 'Employee Benefits', 'Leave of Absences', 'Wellness Newsletters', 'Collective Bargaining Agreements', and 'More'. The main content area is titled 'Ergonomic Pre-Assessment' and contains instructions: 'Please complete the following survey to begin the ergonomic assessment process. Once completed, Roxana Padilla will email you regarding the next steps.' The form includes several required fields marked with an asterisk: 'Your Name', 'Your COC Email', 'Your Title', 'Department', and 'Supervisor'. There are also two optional questions: 'Has your supervisor been informed that you will be receiving an ergonomic assessment?' and 'Do you share your workstation?'. A 'Submit' button is located at the bottom of the form.

Ergonomic Pre-Assessment

Home > Administration > Human Resources > Current Employees > Ergonomic Pre-Assessment

Resource Guide ▾ Safety Policies Employee Benefits Leave of Absences Wellness Newsletters Collective Bargaining Agreements More ▾

Ergonomic Pre-Assessment

Please complete the following survey to begin the ergonomic assessment process. Once completed, Roxana Padilla will email you regarding the next steps.

Your Name *

Your COC Email *

Your Title *

Department *

Supervisor *

Has your supervisor been informed that you will be receiving an ergonomic assessment? *

Do you share your workstation? *

Submit

APPENDIX “B”



APPLIED ERGONOMICS

ERGONOMIC PRINCIPLES
HOME/WORK OFFICE + SHARED OFFICE

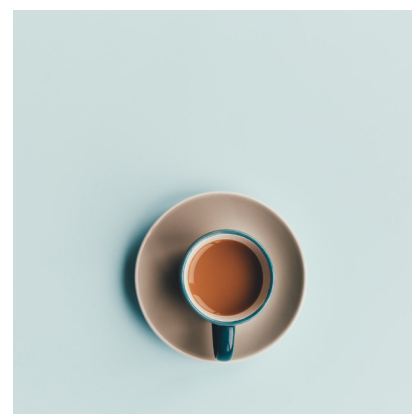


THE ABC'S ERGO APPROACH

We start by learning about the people
working within the space.

We listen and observe from a wellness and
design minded perspective.

We teach our individuals how to modify
their existing office equipment, provide
supplementary product recommendations
to improve their posture, educate them
on best practices for equipment use,
and develop ergonomic spatial
arrangements for enhanced
comfort and productivity.



EVERY BODY IS DIFFERENT, THERE IS NO UNIVERSAL SOLUTION.

We all sit and we all stand on a daily basis, so it's natural to believe that we have an awareness of our body position while sitting and standing during work.

Ergonomics helps us avoid hunched seated positions or standing locked and straight.

It is important to learn the Ergonomic Principles and be mindful of our bodies.



SITTING

The goal is to be supported, not engulfed. Chairs are made with a variety of mechanisms. The mechanism determines the adjustments that can be made to fit your body as well as how the chair moves while sitting.

STEP ONE

Position the knees below the hips creating a 110 degree hip angle, imagine a line from the head to the lower back and relax your shoulders

STEP TWO

Sit back in your chair so that your lower back is touching the back of the chair and position the backrest to fit your lower back

STEP THREE

Adjust the back height and angle to support the lumbar and to help roll the pelvis forward to encourage a curve in your spine

STEP FOUR

Have your feet supported on the floor or to remove undue pressure on the bottom of your thighs near your knees

STEP FIVE

Make sure there is approximately three to four fingers of space between the front edge of the seat and the back of your knees

IF YOUR CHAIR HAS A DEPTH ADJUSTABLE SEAT

Slide it to the position indicated in STEP FIVE

IF YOUR CHAIR DOES NOT HAVE A DEPTH ADJUSTABLE SEAT

Add a lumbar pillow to push yourself forward and support your lumbar

IF YOUR CHAIR HAD ADJUSTABLE ARMRESTS

Adjust your armrests to support your forearms. If your shoulders move into a shrug position, lower the armrest.



ERGO TIP

When sitting on a dining chair or something similar, add a seat cushion and back cushion to remove pressure from your legs and support your back

ERGO TIP

When reclining, it can be helpful to use a keyboard tray to bring the keyboard and mouse into your lap to minimize reaching.

ERGO FACT

Your ankles serve to pump blood back up from your lower leg. Pressure behind the knees impedes blood flow.

STANDING

ERGO TIP

Be sure to wear comfortable, supportive, cushioned shoes.

ERGO TIP

Further cushion your spine with an anti-fatigue mat.

ERGO TIP

You may need to readjust your monitors for standing than sitting.

ERGO TIP

Shift your weight regularly. Consider using a balance board to maintain movement.

ERGO TIP

Set the height of your standing desk or desktop riser roughly at elbow height to maintain good keying posture.

ERGO TIP

Stretch your body at least once per hour to help reduce injury, muscular tension and stiffness.

ERGO FACT

If you have an electric height adjustable desk, it may have a programmable switch.

You can program the desk to preset heights but, as a safety feature, almost all brands require the user to hold the up or down button throughout the travel range until it reaches the preset height.



MONITORS

Whether you are using one, two, three or more monitors, size and placement directly impact your posture. Pay attention to your neck and head to make sure that viewing your monitors doesn't make you crane your neck or twist your head.

STEP ONE

Pretend to read a book - notice that your eyes naturally gaze downward, not straight ahead

STEP TWO

Adjust the top of the screen to align with your eye level

STEP THREE

This allows your eyes to gaze downward to the center of the monitor and decreases stress on the neck

STEP FOUR

Make sure the top of the screens align and use matching monitors, when possible

STEP FIVE

If your monitors are positioned correctly, your head should be in a natural position atop your neck with a plumb line down from your head through your spine and no overextension forward, downward or sideways



LAPTOP + NOTEBOOK SET UP

Use an external mouse, keyboard, and raise the level of the screen with a laptop stand. If possible, use a large external monitor.

DUAL MONITOR SET UP: OPTION A

If you use a primary and secondary screen - place your primary screen directly in front of you and position the secondary screen to the side most natural for you

DUAL MONITOR SET UP: OPTION B

If you use both screens equally - center both monitors directly in front of you, the monitor edges should meet, and angle them inward

ERGO TIP

Avoid placing your monitors off to the side. It creates neck and torso twisting which causes undue stress on your body that can lead to back and neck pain.

ERGO TIP

Avoid angling the monitor down towards the worksurface. The angle forces a hunched posture which often leads to back, neck and shoulder pain.

ERGO TIP

Notebook computers were designed for mobility, not ergonomics. When using a notebook on a desk, raise the monitor and use an external keyboard and mouse.

KEYBOARDS + MICE

If your keyboard and mouse are not in an ergonomic position the continual reach will force you to roll your shoulder(s) forward and place a static load on your muscles. Both are high risk postures.

PROBLEM: ARM + WRIST PAIN

Wrists are angled to approach the keyboard

STEP ONE

Hold your hands out, thumbs facing up like you are going to shake someone's hand

STEP TWO

Rotate your arms so that your palms are facing downward

STEP THREE

Notice at which point it feels uncomfortable or when the pressure becomes noticeable

STEP FOUR

Notice if your mousing hands or arms are tense and pinching

PRODUCT SOLUTION

Split angle adjustable keyboard and vertical or angle adjustable mouse

PROBLEM: STRESS ON THE BACK

Arms extended outward or off to the side

STEP ONE

Try relaxing your arms with your elbows at your side and your hands out, palms parallel to the floor

STEP TWO

Move your hands and forearms in an arc

STEP THREE

Adjust the location of your keyboard, mouse and other input devices to match the positioning of your hands and forearms



ERGO TIP

Pay attention to your wrists and hands. Carpal tunnel and tendinitis are real and can be avoided.

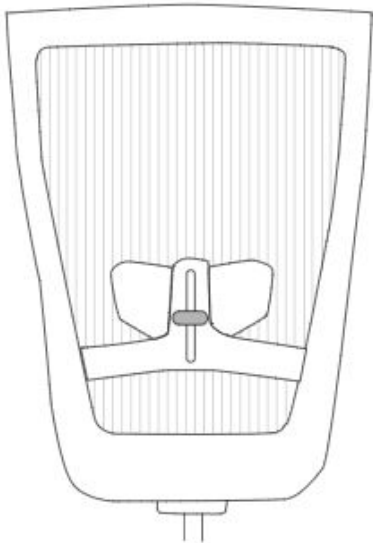
ERGO TIP

Use a soft touch when typing and a keyboard with superior ergonomic tactile experience to decrease unnecessary strain.

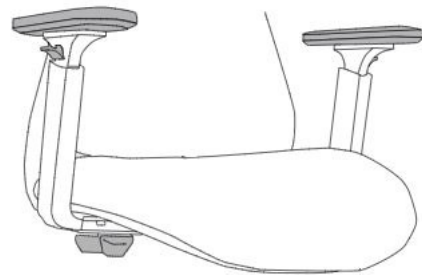
MECHANISMS

Most task chairs are designed to be easily adjustable. Operation guides help drill down into the technical details behind the natural, ergonomic fit across our seating lines. Available for control mechanisms, stool control mechanisms, adjustable arms, adjustable lumbar support and adjustable headrests.

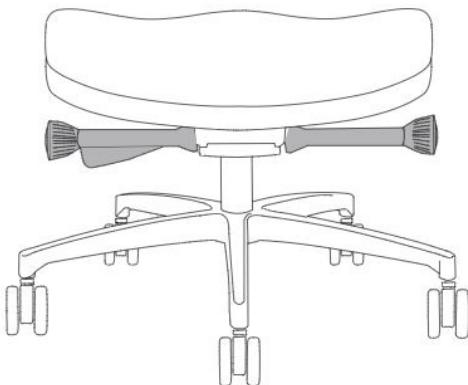
ADJUSTABLE LUMBAR



ADJUSTABLE ARMS



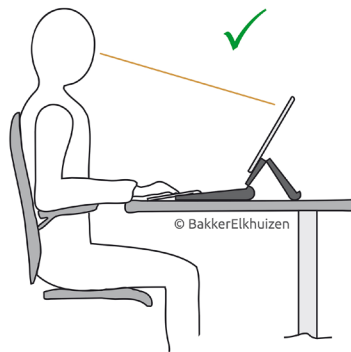
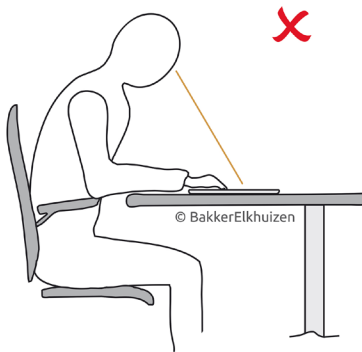
SEAT CONTROL



STOOL CONTROL



TABLET HOLDERS

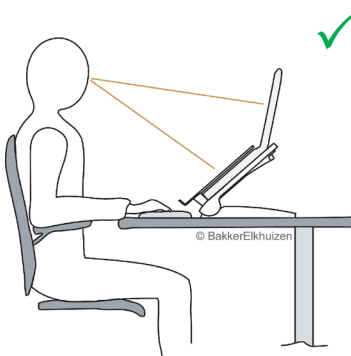
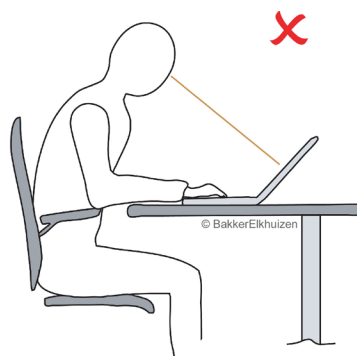


ERGO FACT

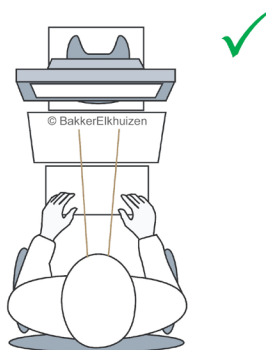
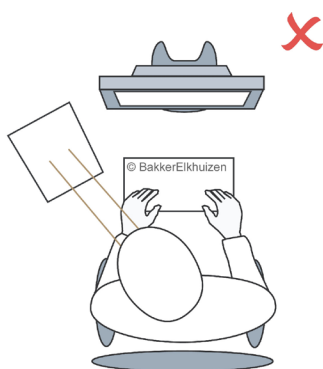
Research shows that being sedentary, whether sitting or standing, not only decreases your energy levels, it negatively impacts your health.

Take breaks.
Move.
Walk around.

LAPTOP STANDS



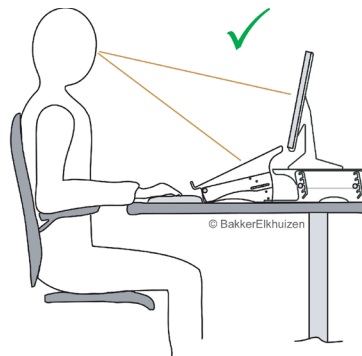
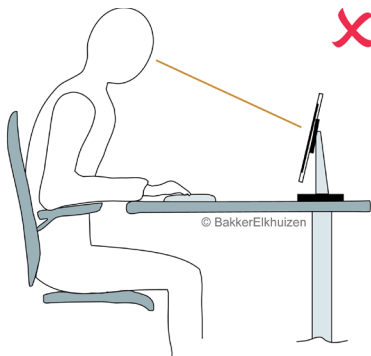
DOCUMENT HOLDERS



ERGO TIP

Put a piece of paper on the desktop next to your keyboard and read from it. Notice how your neck feels. Now hold it up next to your monitor, or on an upward slanted angle between your keyboard and monitor. Notice how much less that stresses your neck.

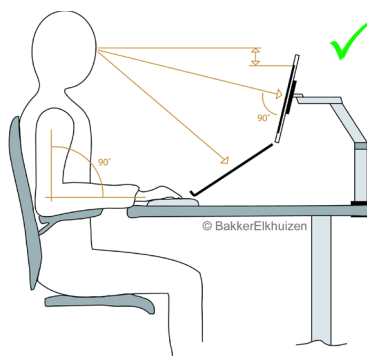
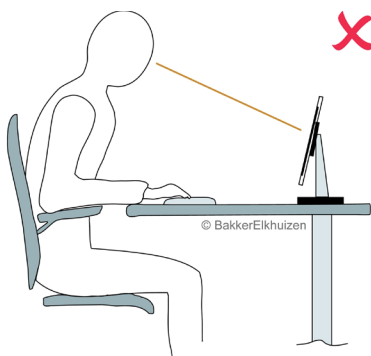
MONITOR RISER + DOCUMENT STAND



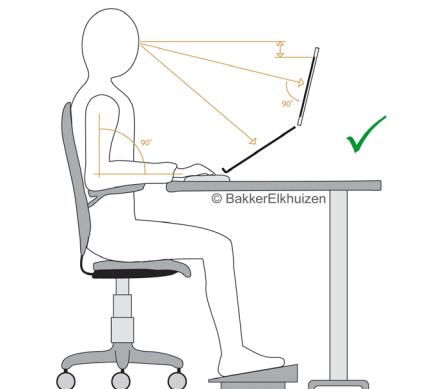
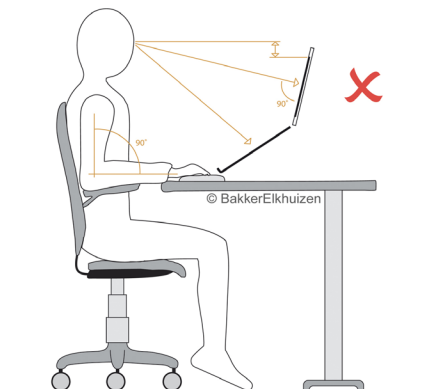
ERGO TIP

Illuminate reading materials, like printed documents, with ample lighting. As we age, we require exponentially more light to see well - especially for reading.

MONITOR ARMS



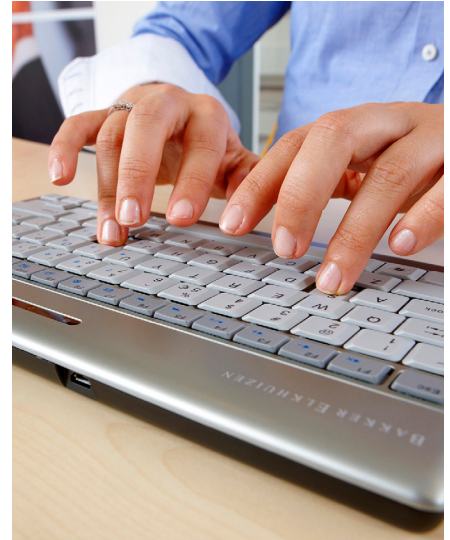
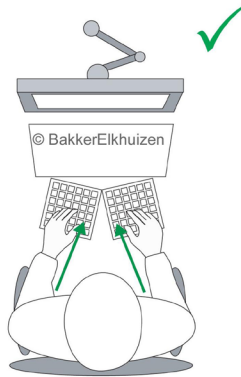
FOOTRESTS



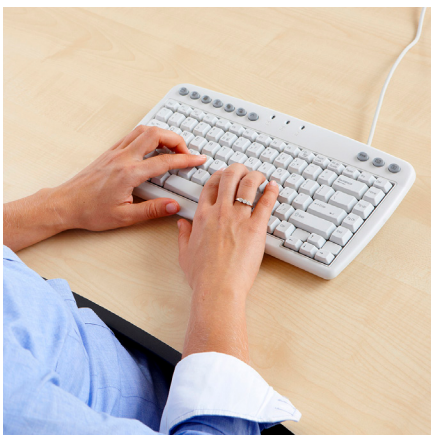
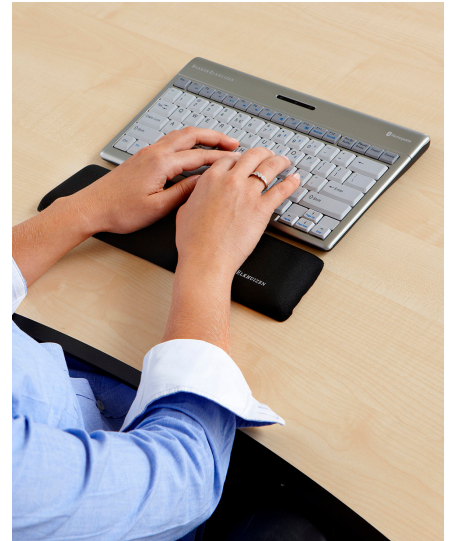
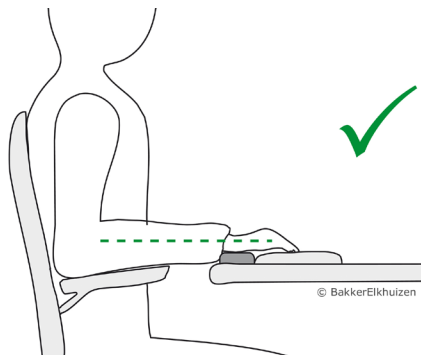
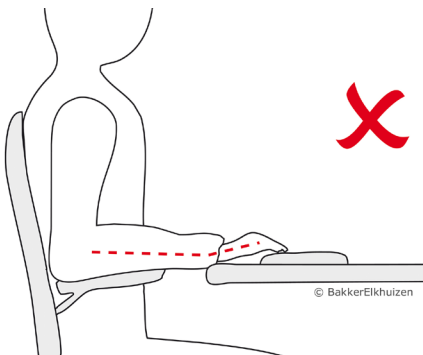
ERGO TIP

Give your eyes a break by looking away from your screen and refocus on something across the room or out the window.

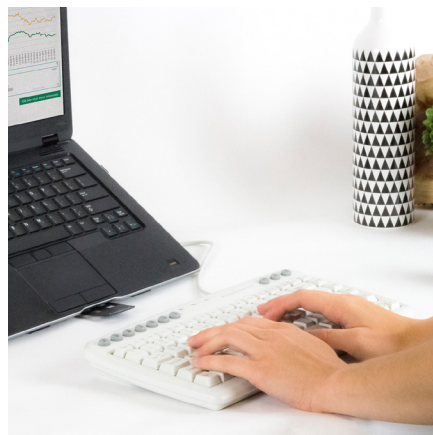
WRIST POSITION



WRIST RESTS



Maintain pronated neutral wrist angles, both up-down and side-to-side

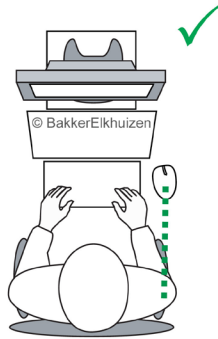


Avoid bending the wrist upward for extended periods of time, this motion pulls on the tendon causing friction in the carpal tunnel



Create a surface height close to elbow height

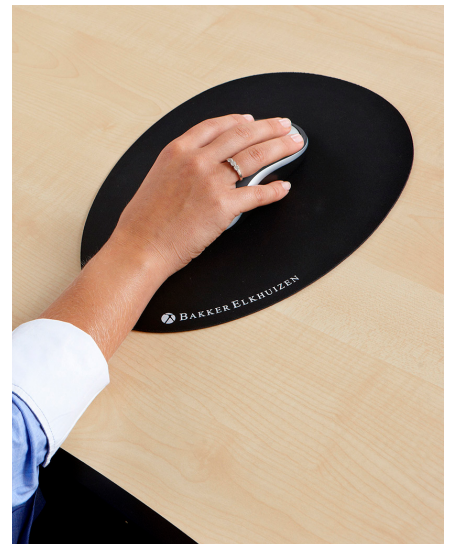
MOUSE PLACEMENT



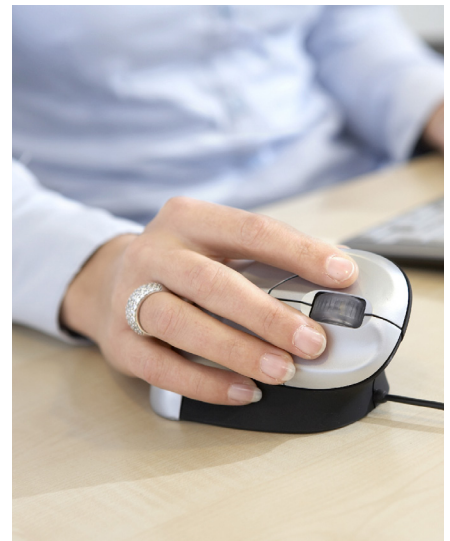
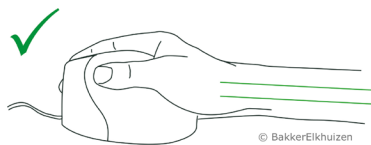
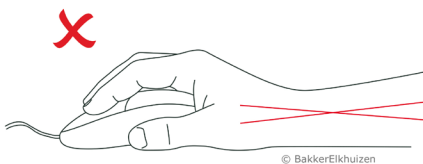
ERGO TIP

If your keyboard and mouse are not in an ergonomic position the continual reach will force you to roll your shoulder(s) forward and place a static load on your muscles, both of which are high risk postures. Use a narrower keyboard, allowing the mouse to be placed closer.

MOUSE PADS



ERGONOMIC MICE



APPENDIX “C”

Chair Examples

Example
 Focus 2.0 Midback Mesh with Adjustable Lumbar
 Knack Chair
 Sitmatic Beta Medium High Back (For petite individuals)



Keyboard Examples

Example
 Logitech Wireless Keyboard K270 with Long-Range Wireless
 Perixx Periboard-512 Ergonomic Split Keyboard
 Kinesis Freestyle2 Ergonomic Keyboard



Logitech ERGO K860 Wireless Ergonomic Qwerty
Keyboard - Split Keyboard

Mouse Examples

Example



VicTsing Ergonomic Mouse,
Upgraded Vertical Wireless Mouse



Logitech M570 Wireless Trackball
Mouse



RATEL 2.4G Wireless Ergonomic
Mouse



Logitech M720 Triathlon Multi-Device
Wireless Mouse



Contour Design RollerMouse Red Wired
- Wireless Ergonomic

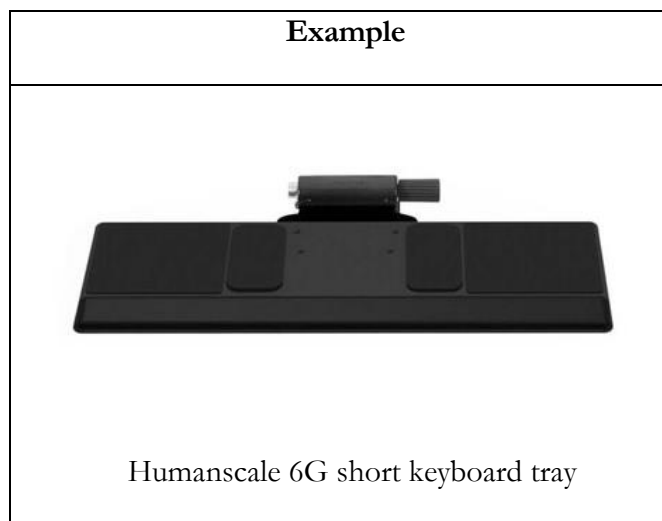
Wireless Headset Example

Example
 Plantronics Poly Savi 7310 Ultra-Secure Wireless DECT Headset System

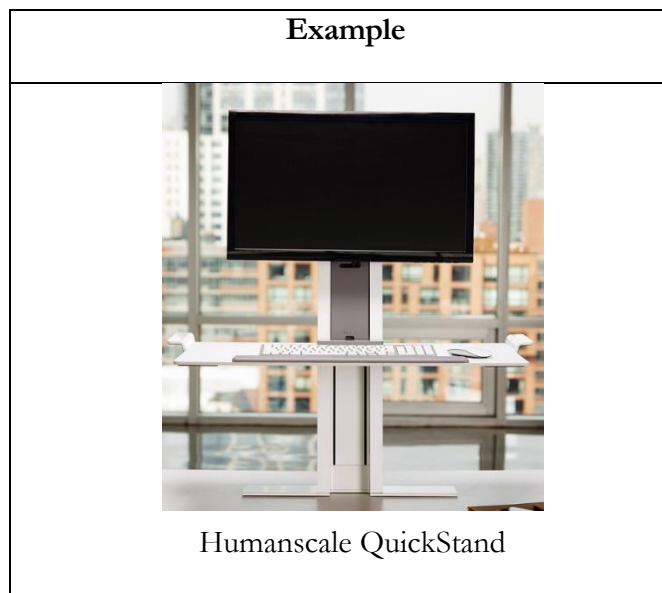
Footrest Examples

Example
 EUREKA ERGONOMIC Tilt Adjustable Footrest
 Everlasting Comfort Ergonomic Foot Rest Under Desk

Keyboard Tray Example



QuickStand Example



Laptop Riser Example

