

Guidelines

Title:	Ergonomic Guidelines
Related to:	DHS OHA-060-043-01
Effective date:	05/16/2016

Purpose

Ergonomic hazards can exist when there is a mismatch between the physical capacity of an employee and their equipment, work environment or the physical demands of their job. Proper application of ergonomic principles can help reduce the risk of injuries and illnesses to all employees.

Guidelines

1. Regular communication related to ergonomic hazards means at least annual communication.
2. All employees who primarily perform seated office work shall be provided:
 - a. An adjustable ergonomic chair that has basic adjustable features and is in good repair.
 - b. An adjustable keyboard tray that:
 - A. Moves up and down
 - B. Swivels side to side
 - C. Has 15° negative tilt
 - D. Slides closer to and further from the desk.
 - c. Height adjustable work surfaces such as:
 - A. Mixed fixed surface heights workstation that uses fixed surfaces set at both seated and standing heights. Computer is generally on the seated-height surface.
 - B. Adjustable work surface heights workstation that uses an electronic or crank mechanism to lower or raise work surfaces to the desired height.
 - C. Adjustable computer stands that allow the computer components to move up and down from seated to stand positions.
 - D. 24 hour workstations that are highly adjustable and heavy duty for use by multiple people working separate shifts.
1. Employees shall not use:
 - a. A stool or tall chair.
 - b. A yoga ball or other fitness equipment.
3. Equipment, including chairs, shall be removed from service promptly when broken.
4. Employees shall conduct periodic individual self-assessments using Office Ergonomics Self-Assessment Worksheet in order to make adjustments to:
 - a. Chairs.

- b. Monitors.
 - c. Keyboard trays.
 - d. Headsets.
5. Employees shall provide the completed self-assessment tool to the employee's manager or supervisor.
 6. Employees shall not attempt to modify their own physical work areas or modular furniture.
 7. Certified assessors shall perform worksite assessments:
 - a. Upon initial hire (if possible, prior to the start date for the new employee).
 - b. When a task, process, or work activity has known ergonomic risk factors.
 - c. When there is a change of jobs, tasks, equipment, tools, or processes.
 - d. When a safety walk-through, scheduled inspection or survey has uncovered potential ergonomic hazards in the work environment.
 - e. When there is a report of discomfort or concern regarding a work environment or job task.
 8. Certified assessors shall reassess a user's workstation equipment whenever there are significant changes or modifications including changes to:
 - a. Monitors.
 - b. Keyboards.
 - c. Other input devices.
 - d. Workstation furniture.
 - e. Workstation environmental features, such as lighting.
 - f. Workstation locations.
 - g. Work assignments and duties.
 9. Certified assessors shall document assessments using Ergonomic Assessor Worksheet and provide copies to:
 - a. The employee.
 - b. The employee's manager.
 10. Managers shall review self-assessment forms to ensure:
 - a. Ergonomic principles are being consistently applied.
 - b. Ergonomic adjustments are approved when appropriate.
 11. Managers shall ensure that an ergonomic action plan is developed and includes:
 - a. Date submitted to the safety committee for tracking of ergonomic trends and adjustments.
 - b. Date submitted to Office of Shared Services' Safety, Health and Wellness Unit.
 - c. Date submitted to the Office of Facilities Management for review and approval of physical space changes.
 - d. Monitoring to ensure timely implementation of all authorized adjustments or changes.
 12. Managers shall ensure that reports of injuries or discomfort are promptly addressed and additional assessments are completed timely.
 13. The DHS|OHA Office of Facilities Management (OFM) or approved contractors shall:
 - a. Design and redesign standard workspaces.
 - b. Approve office reconfigurations.
 - c. Ensure workspaces are designed for efficiency of work and stewardship of resources.

- d. Ensure standardized system furniture layouts by using consistent design and components, to the extent possible.
 - e. Ensure workspaces are built in compliance with applicable DAS, DHS and OHA standards.
 - f. Install, adjust, move or dismantle systems furniture.
14. The Safety, Health and Wellness Unit, located in the Office of Shared Services Human Resources, is responsible for the overall ergonomics program and shall assist in program implementation by:
- a. Developing and maintaining policy, processes and guidelines.
 - b. Providing technical advice and consultative support to each agency, division and program.
 - c. Providing ergonomic training support and resources for managers, employees and assessors.

References

[DAS Office Ergonomics Consensus Guidelines](#)

Forms referenced

[DHS|OHA MSC 2054 Ergonomic Action Plan](#)

[DHS|OHA MSC 2055 Office Assessor Worksheet](#)

[DHS|OHA MSC 0058 Self Assessment Worksheet](#)

Related policies

[DHS|OHA-060-043](#)

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Ergonomics, workstation adjustment, worksite development, workstation assessment, ergonomic equipment

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