

Safety & Risk Management Policies and Procedures

Title: Ergonomics Policy and Procedure

Date: August 2013

Rationale: The purpose of this policy is to address and correct ergonomic challenges in the university workplace. Ergonomics is the study of the relationship of human interaction with equipment, tools, or tasks in the workplace that could cause injury. Workers whose jobs require a major portion of their time to use repetitive motions with very few breaks, or excessive reaching, bending, lifting of heavy objects, using continuous force, working with vibrating equipment for extended periods of time without breaks may be at a higher risk of developing a musculoskeletal disorder (MSD).

Goals: The goal is to help design/modify/adapt the workplace environment to accommodate the worker to reduce or prevent work related musculoskeletal disorders (MSD), and to educate our workforce on ergonomic risk factors and personal prevention techniques.

Policy & Procedure:

Contact Safety & Risk Management Office (ext. 1677) to report job related ergonomic stresses and request an evaluation.

The Safety & Risk Management Office will:

- Provide a workplace ergonomic assessment to identify potential risk factors.
- If necessary, provide a report of assessment with recommendations for corrective actions to modify the workplace, equipment, task, or to reduce the risk factors associated with ergonomic stress/disorders.
- Refer employee to Human Resources to initiate medical assistance (workers compensation case) where a direct job related task appears to be a potential cause of an injury.
- Provide ergonomic education/information to affected workforce to help prevent job related ergonomic stresses.

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Ergonomics Policy and Procedure

Date:

Approved (signature and date):

Supervisor _____

Director of Physical Plant _____

AVP for Facilities _____

Vice President for Fiscal Affairs If needed _____

Copy:

All supervisors _____

Related crafts _____

Department Heads _____

VP's _____

President _____