

 CSN Procedure	Facilities Management
Category: Environmental Health and Safety	Effective Date: 07/19/2022
Ergonomics Program	

I. PURPOSE

The purpose of the College of Southern Nevada (CSN) Ergonomics Program is to protect employees from ergonomic risk factors and reduce the number and severity of musculoskeletal disorders (MSDs) and injuries. Effective application of ergonomic principles will lead to increased worker productivity, quality, and efficiency.

II. SCOPE

This procedure is intended for CSN employees, including faculty, staff, and student employees whose work activities expose them to risk factors that would result in the development of MSDs or an injury. The methods and procedures used to identify, evaluate, and correct ergonomic issues and injuries include but are not limited to, workstation assessments, employee training, and administrative and/or engineering controls.

III. DEFINITIONS

Administrative Controls: Workplace procedures that reduce the duration, frequency, and exposure to ergonomic risk factors. This includes short breaks and exercises to reduce worker task stress and rotation of job task or assignment.

Engineering Controls: Risk control methods implemented to reduce repetitive motion injuries. These controls include but are not limited to redesign of workstation, adjustable equipment, tools, and/or fixtures, workplace stretches and exercises, and personal protective equipment (PPE).

Ergonomics: The science or discipline focusing on the interface between people and their work environment in an effort to fit that environment to the individual's physical needs and limitations. The application of sound ergonomic principles can reduce the incidents of MSDs or injuries for individuals who are required to perform strenuous or repetitive motions.

Ergonomic Risk Factors: Workplace situations that cause wear and tear on the body and can cause injury. These include repetition, awkward posture, forceful motion, stationary position, direct pressure, vibration, extreme temperature, noise, and work stress. Multiple factors increase the risk of developing MSDs.

Musculoskeletal Disorders (MSDs): Injuries and disorders of the muscles, nerves, tendons, ligaments, joints, cartilage, or spinal discs. Work-related MSDs are conditions in which 1) the work environment and performance of work significantly contribute to the condition; and/or 2) the condition is made worse or persists due to work conditions.

IV. PROCEDURE

A. Responsibilities:

1. Nevada System of Higher Education (NSHE) Business Center South – UNLV Risk Management & Safety
 - Performs an advisory and recordkeeping role in ergonomics.
 - Manages MSD and Workers' Compensation claims.
 - Communicates with medical service providers and insurers.
 - Initiates the early-return-to-work program.
 - Performs an ongoing review of injury reports to identify trends and problem areas.
 - Assist with Ergonomics training as requested or required.

2. Human Resources

- Oversee the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA) process and assist employees with requests for reasonable accommodation.
- Coordinate with EHS and Facilities Management on the implementation of any approved ergonomic-related accommodations.

Environmental Health and Safety (EHS)

- Implement and coordinate the CSN Ergonomics Program and evaluates it annually to assess its effectiveness.
- Perform or coordinate workstation ergonomic assessments.
- Provide recommendations on ergonomic equipment.
- Provide technical assistance in modifications of the workplace, standard interpretation, exposure monitoring and technical issues related to the program.
- Act as the point contact for ergonomic matters that involve Human Resources, Risk Management, Facilities Management and/or Office of Technology Services.
- Recommend professional ergonomist consultation where problems persist.
- In consultation with Facilities Management, maintains a list of approved ergonomic tools, equipment, and furniture.
- Work with Human Resources to provide approved reasonable ergonomic-related accommodations as required by CSN's ADA/ADAAA Policy.
- Provide or coordinate ergonomics training for CSN employees.

3. Directors, Managers, and Supervisors

- Inform employees of the ergonomics program and encourage their participation.
- Assure that the work environment is evaluated for proper ergonomic conditions and practices.
- Incorporate ergonomic evaluations a part of ongoing workplace assessments.
- Enforce established work practice rules.
- Respond to staff concerns regarding ergonomic conditions.
- Report all employee injuries or complaints regarding MSDs to EHS and Risk Management.
- Request assessments and/or technical assistance from EHS as needed.

4. Employees

- Participate in ergonomics training as provided.
- Report ergonomic concerns to their supervisor.
- Prompt reporting of signs or symptoms of MSDs to their supervisor.
- Request ergonomic workstation evaluations from EHS as needed.
- Correctly adjust and use the equipment and tools that are provided.
- Perform simple exercises and adjustments as recommended during training.

5. Facilities Management

- Respond to work order requests to make changes to workstations and/or installation of furniture.
- Assist in procuring ergonomic furniture and equipment from standard vendors.

6. Office of Technology Services (OTS)

- Respond to requests to adjust computer workstations and equipment to support the ergonomics program.

B. Workstation Ergonomic Assessments

1. The purpose of workstation ergonomic assessment is to identify, evaluate and control potential ergonomic risk factors. Priority for an assessment will be given to employees who may have already developed MSDs.
2. Workplace assessments may be initiated by any of the following:
 - EHS receives an incident report indicating that an employee is experiencing symptoms associated with an MSD.
 - EHS receives an incident report indicating that an employee has experienced an injury resulting from exposure to ergonomic risk factors.
 - EHS receives a report of ergonomic hazards or risk factors.
 - Human Resources notifies EHS of an employee with an ergonomic-related ADA accommodation.
 - There is an increasing rate of injuries associated with a certain work area, department, or job task.
 - A safety walkthrough, scheduled inspection, or survey uncovers potential ergonomic risk factors.
 - A workstation/worksite evaluation is requested by an employee or their supervisor as part of preventative measures or due to employee concerns or complaints.
 - A workstation/worksite evaluation is recommended as the result of an incident or injury investigation.
3. Various methods will be used to conduct the ergonomics assessments. The type of assessment depends on the task or space being examined. The following actions may be utilized as part of ergonomic assessments:
 - Walk-throughs and observations.
 - Employee interviews in person or via videoconferencing.
 - Surveys and questionnaires.
 - Ergonomic checklists to identify risk factors from work tasks.
 - Detailed worksite evaluations, including photographed or videotaped assessments.
4. Once a workplace ergonomic assessment has been triggered, the following procedure should be followed:
 - The EHS assessor will make an appointment with the affected individual to evaluate the workstation.
 - The affected individual will complete a pre-assessment survey.
 - The affected individual should be present during the assessment of the workstation as the objective of the assessment is to better fit the workstation to that individual's physical characteristics.
 - The EHS assessor will conduct a visual assessment and any necessary measurements will be taken.
 - Onsite adjustments may be made during the initial assessment (e.g., chair, monitors).
 - The resultant data will be evaluated and any recommendations for equipment, furniture, tools, and/or workstation modifications will be recorded.
 - The final report, with recommendations, will be submitted to the employee and their supervisor.
 - The EHS assessor will coordinate workstation modifications and/or delivery of equipment with Facilities Management and OTS and make any final adjustments as needed.
 - The EHS assessor will follow-up with the employee in person or via post-assessment survey.

C. Hazard Prevention and Control

Following the completion of a workstation ergonomic assessment, the types of controls listed below will be evaluated and considered for possible implementation in the order listed.

1. **Engineering controls** consist of measures such as redesigning the workstation to eliminate the hazard or the procurement of additional tools and equipment to assist in completion of the assigned task. Engineering controls are any control measures applied to the situation that serve to eliminate the hazard.
2. **Work practice or technique controls** consist of modifying the work procedure to eliminate or minimize the hazard. These types of controls are less effective than engineering controls that eliminate the hazard.
3. **Administrative controls** are the least desired and least effective means of reducing the hazard. They consist of measures such as reducing the length of time a person may work at the task in question. Instead of solving the problem and eliminating or reducing the hazard, they reduce the period of exposure.
4. **Personal Protective Equipment (PPE):** PPE does not take the place of administrative or engineering controls and should always be used as a last resort. However, there are acceptable forms of PPE which can be used to help eliminate ergonomic hazards, such as kneepads and anti-vibration gloves.

D. Ergonomic Tools, Equipment, and Furniture

1. After an ergonomic assessment or consultation, EHS may recommend one or more pieces of ergonomic equipment or furniture (e.g., ergonomic chair, keyboard, mouse, etc.). EHS in concert with Facilities Management and OTS will oversee the procurement, delivery, and installation of the equipment and/or furniture at the affected employee's workstation.
2. Ergonomic furniture and equipment purchased by Facilities Management will be issued to the affected employee. The equipment shall not be transferred or moved without prior consent of EHS/Facilities Management. If an employee ends employment with CSN, the equipment should be returned to EHS/Facilities Management to be placed in back into stock inventory. If an employee who has received an ergonomic assessment relocates to a new office location, they should notify EHS so that equipment can be tracked and the need for a new assessment can be evaluated.
3. Sit-stand workstations are a type of equipment that allows the user to alternate between sitting and standing by lowering or raising the work surface. A sit-stand workstation may be obtained by one of the following means:
 - Reasonable accommodation request. If an employee needs a sit-stand workstation as a workplace reasonable accommodation due to physical impairment that substantially limits their ability to perform the essential functions of their position, employees may request an evaluation of possible coverage under ADA. To initiate the interactive ADA process, employees should contact Human Resources.
 - EHS may recommend a sit-stand workstation after an ergonomic assessment to specifically address a known risk or issue. The sit-stand workstation will be provided and installed by Facilities Management.
 - After consultation with CSN EHS, departments may purchase CSN-approved sit-stand workstations for employees with departmental funds. The department will need to request commodity approval from Facilities Management and submit a Facilities work order for installation of the sit-stand unit once the equipment arrives.
4. Departments should not purchase any ergonomic furniture (including sit-stand workstations) without commodity approval from Facilities Management. Unauthorized purchases may be subject to return, removal, or other action.

E. Medical Management/Workers' Compensation

1. **Accident/Incident Reporting:** If an employee reports an MSD, their supervisor will ensure the employee completes a C-1 form as soon as possible ideally, within 2 working days. The Risk Management Office will be responsible for completing the required C-3 form, if applicable.

2. Medical Evaluations: All employees who report MSDs will be advised to seek medical attention by a medical service provider approved under the elected Workers' Compensation program. Employees are responsible for closely following the medical provider's directions for recovery.
3. Alternate Duty: The department will make every effort to accommodate the injured employee's work limitations during their period of recovery. If there are any questions about work limitations or alternate duty options, contact the Risk Management Workers' Compensation Office.
4. Employees under medical guidance that require an accommodation for ergonomic equipment should contact CSN Human Resources to engage in the interactive process as prescribed by the Americans With Disabilities Act (ADA).

F. Training

1. CSN Environmental Health and Safety is responsible for coordinating or providing ergonomics training to employees upon initial assignment and refresher training as part of the CSN employee general safety training. Training may also be required whenever a new ergonomic hazard is introduced into the work area or upon request.
2. Training may take one or any of several formats listed below depending on the specific circumstances of the individual situation.
 - Formal presentations
 - Informal workstation observation/evaluation
 - Training videos
 - Handouts and literature

G. Recordkeeping

1. All medical records associated with this program will be maintained by NSHE Business Center South – UNLV Risk Management & Safety and/or Human Resources.
2. EHS shall maintain all records of workstation assessments.
3. EHS and Human Resources will maintain all training records as required by this program.

V. AUTHORITY AND CROSS REFERENCE LINKS

1. Nevada System of Higher Education (NSHE) [Ergonomics Program](#)
2. Nevada System of Higher Education (NSHE) Business Center South – UNLV Risk Management & Safety [Workers' Compensation Program](#)
3. United States Occupational Safety and Health Administration (OSHA) [Ergonomics Page](#)
4. OSHA [General Duty Clause](#)