Establishing an Effective Ergonomics Program
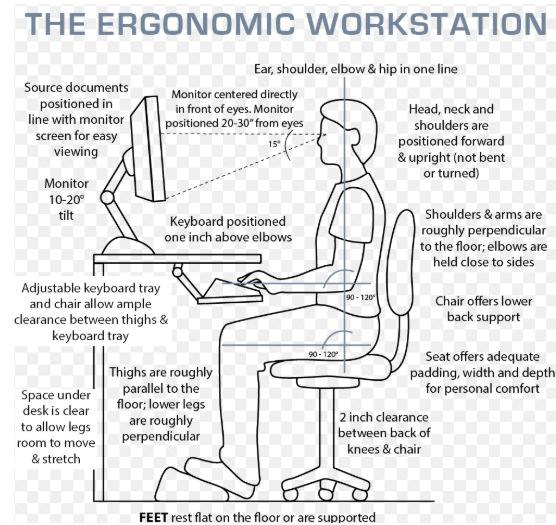
AOA
GENERAL

PRESENTED BY
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Alliant Risk Control Consulting

Ergonomics Definition:

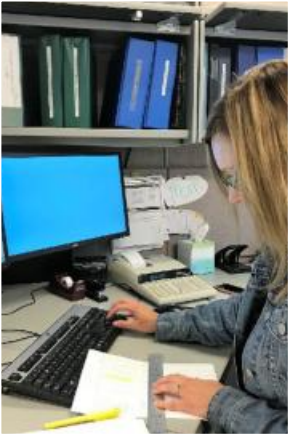THE ERGONOMIC WORKSTATION

Ergonomics noun

Er • go • nom • ics

1   an applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely

2   the design characteristics of an object resulting especially from the application of the science of ergonomics
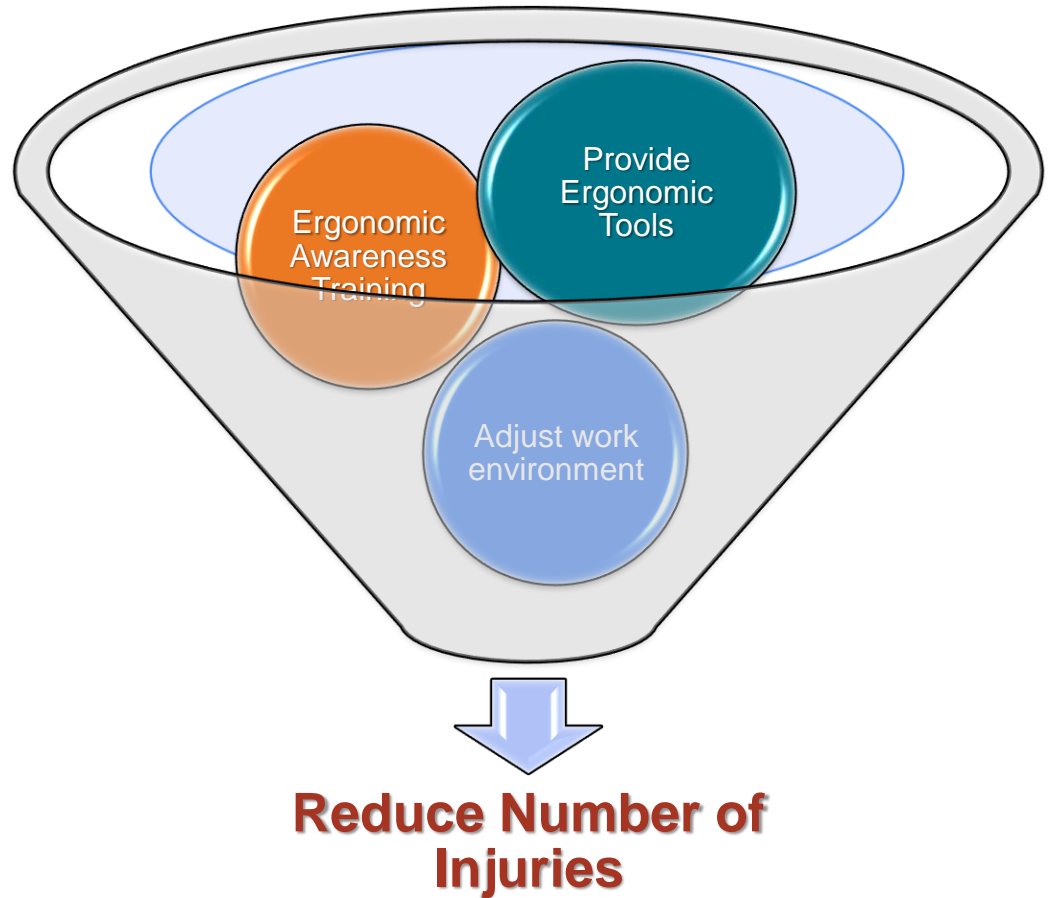
Ergonomics Focuses on:

- Posture
- Repetitive Tasks
- Duration
- Contact Stress
- Forceful Exertion
- Vibration

Workstation Posture

- Key to discomfort
- Equipment and positioning = posture issues
- Sets up for potential injury
- Habits (i.e., how I work)

Value of an Ergonomic Program

Ergonomic Awareness Training

Provide Ergonomic Tools

Adjust work environment

Reduce Number of Injuries

Proactive Office Ergonomic Program
Impact

➢ **Reduced discomfort**

➢ **Reduced risks and costs**

➢ **Boost employee well-being**

➢ **Reduce workload shifting**

➢ **Improved productivity**

➢ **Supports CSU policy & Cal/OSHA**

When you think of Office Ergonomics, what do you think of?
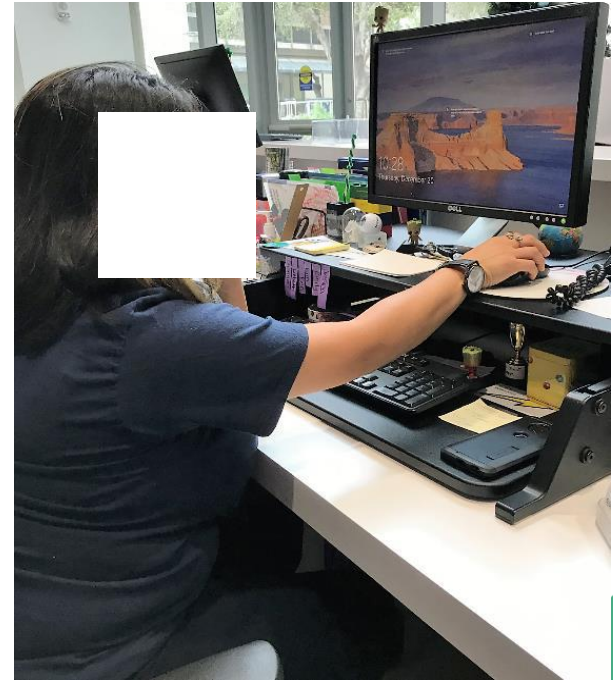
OR THIS:

Why Ergonomics Programs Struggle or Fail

1. **Not treated like any other business program**

2. **Lack of management buy in**

3. **Limited resource planning**

4. **Limited technical resource access**

5. **Failure to involve employees**

6. **Reactive rather than *pro-active***

7. **One and done approach**

Establishing or Improving Your Office Ergonmics Program

Limitations to Consider Before Launching

BUY-IN & BUDGET

Limiting
Factors

- ❑ Is program supported by Executive Team
- ❑ What is potential exposure
- ❑ Have you budgets for equipment
- ❑ Does the budget align to plan

RESOURCES

Limiting Factors

- [ ] Who is going to evaluate equipment
- [ ] Who is going to provide training
- [ ] Who is going to provide evaluations
- [ ] How will employee's provide feedback
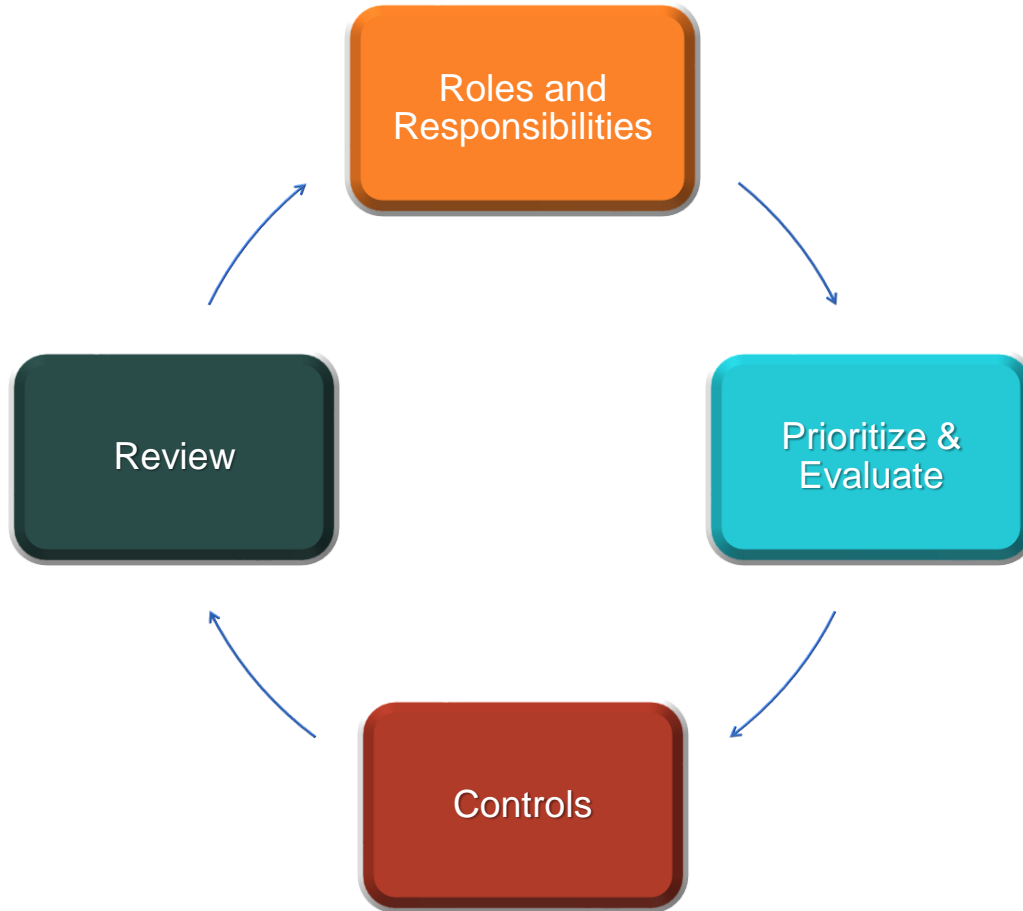- [ ] Will employees have time to complete
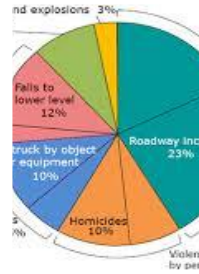
Limiting Factors

EQUIPMENT

- ☐ Have we evaluated equipment
- ☐ Are we limiting employees purchasing non-approved equipment
- ☐ Have we negotiated with selected equipment vendors
- ☐ Is there a "try" before you buy
- ☐ What is plan for home office equipment

Key Components of an Effective Office Ergonomics Program
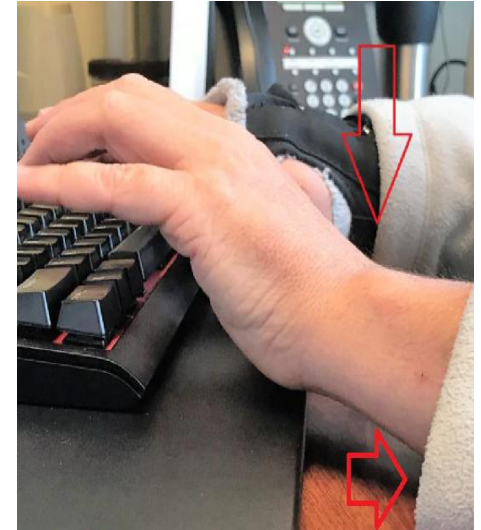
Prioritization

Review existing data

Involve employees

Observe workers and workstations

Evaluate Risk Factors - Example
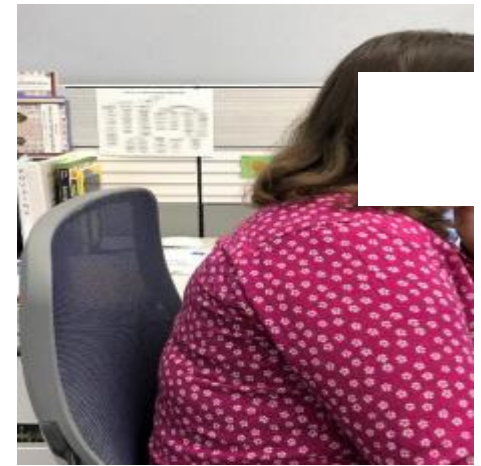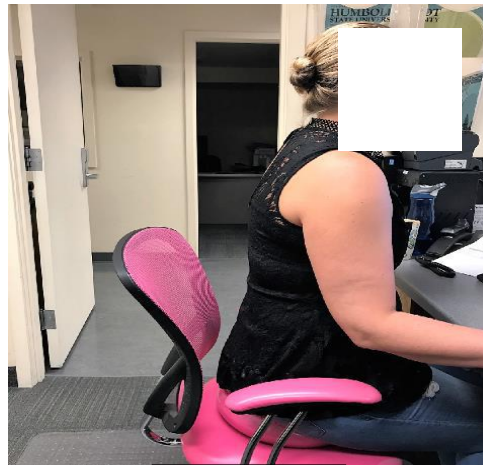
Comprehensive Ergonomic Program

Proactive Approach Should

1. **Establish a plan**
2. **Prioritize rollout**
3. **Encourage early reporting**
4. **Enable employees**
5. **Meet compliance requirements**

Early Reporting

- Prevent minor issues from escalating
- Reduced costs
- Effective short-term treatment
- Workforce feels valued/empowered

Enable Employees Implement Control Measures

Example of Controls: Office

- ❑ Use adjustable furniture and equipment tailored to employee stature.

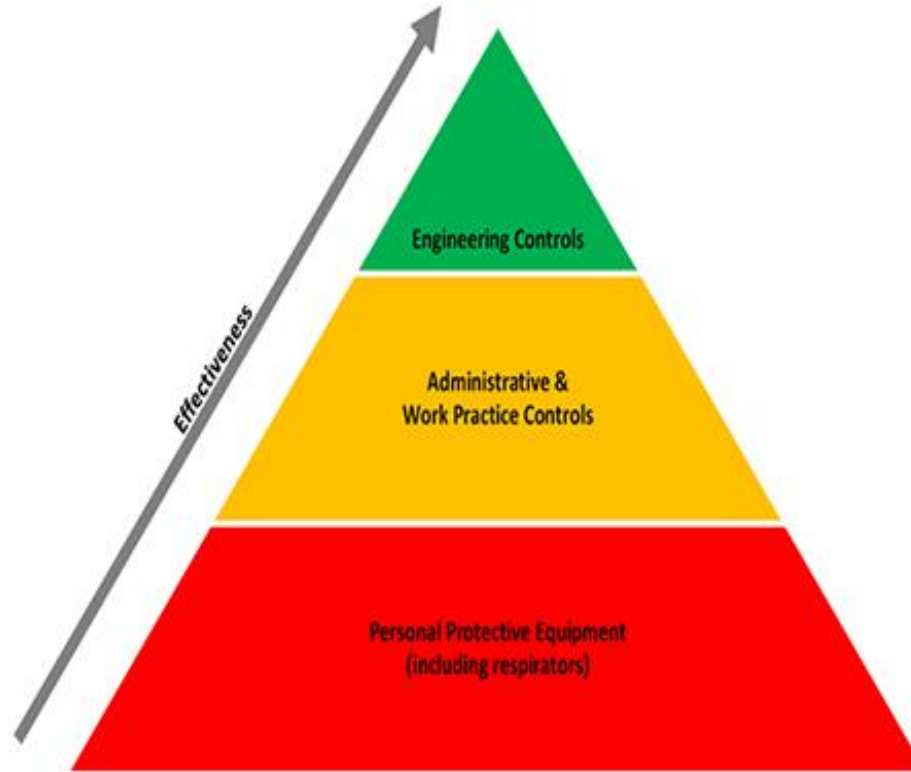- ❑ Keep commonly used items within easy reach.

- ❑ Encourage regular screen breaks to avoid eye fatigue.

- ❑ Promote posture variation throughout the day.
- ❑ Maintain a clean, clutter-free workspace to minimize physical and mental stress.

- ❑ Encourage alternating job tasks to include different muscle groups.

- ❑ Train staff on ergonomic principles

- ❑ Conduct workstation assessments

Ergonomic Trend
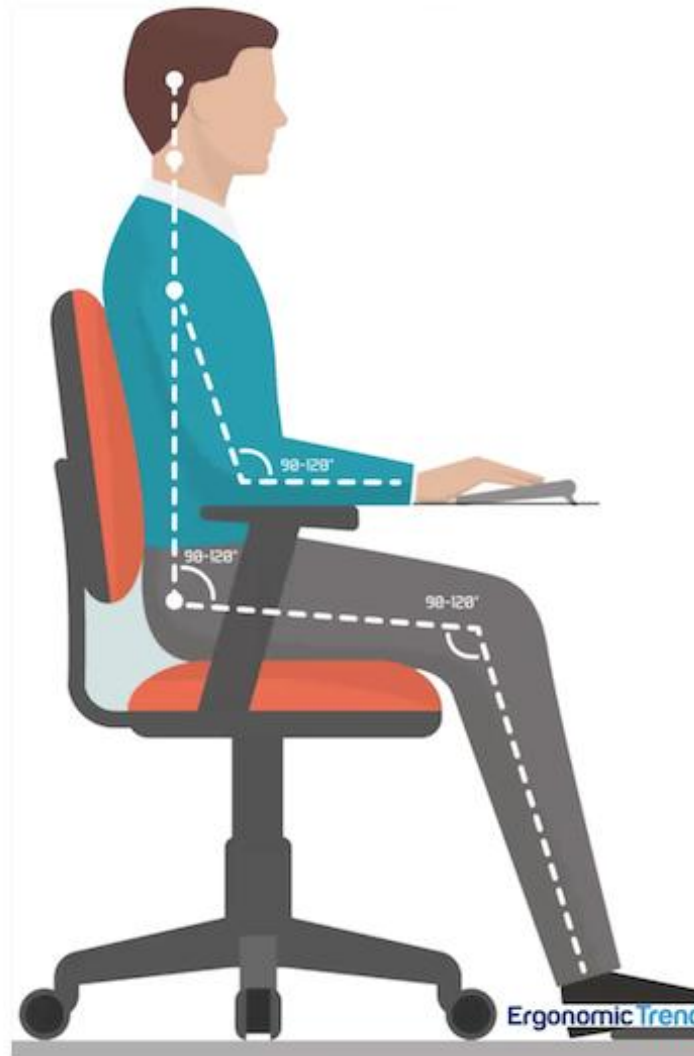
Don't just change the equipment...

Change the mindset…

Control: Provide Training

Training on ergonomics teaches employees and managers:

- Principles of Ergonomics
- Proper Posture and Movement
- Recognize Risk Factors
- Signs and symptoms of injury
- How to report issues effectively
- Proper workstation layout
- Proper posture and equipment use
- Importance of body mechanics
- Value of good office ergonomics

Establishing or Updating Your Office Ergonomics Program

Step #1: Information Gathering

Establishing
Your Plan

What Are Your Current Efforts

Identify Gaps:

- ✓ **Management support**
- ✓ **Written program/policy**
- ➢ **Adjustable equipment**
- ➢ **Early reporting process**
- ➢ **Budget allocation**
- ➢ **Employee training**
- ➢ **Ergonomic evaluations**
- ➢ **Home office ergonomic policy**
- ➢ **Approved ergonomic equipment**

Establishing Your Plan

Step #2: Management Commitment & Planning

Identify Agreed-to Objectives & Priorities

Identify Gaps:

- ✓ **Establish organizational priority**
- ✓ **Define objectives**
- ✓ **Identify budget allocation**
- ✓ **Establish a rollout strategy**
- ✓ **Determine a communication plan**
- ✓ **Identify performance indicators**

Step 3: Written Program & Policies

Establishing
Your Plan

Establishing Your Plan

Determine Gaps & Completeness:

- ✓ **Is there a written program and policy**
- ✓ **Does program/policy include responsibilities**
- ✓ **Does program/policy include measurement**
- ✓ **Does program/policy identify procedures**
- ✓ **Does program/policy identify approved equipment**
- ✓ **Does program/policy identify early reporting**
- ✓ **Does program/policy identify training**

Establish Roles and Responsibilities

Ensure your Staff and Management Team understand their role in the ergonomics program.

Employees:

- Participate in training
- Use equipment correctly
- Report issues/discomfort
- Report issues early
- Suggest improvements and provide feedback.

Supervisors & Managers:

- Observe employees
- Evaluate workstations.
- Implement adjustments
- Offer solutions.
- Ensure compliance
- Support the program

Facilities Management:

- Respond to work orders for workstation changes
- Procure approved ergonomic furniture, tools, and equipment

Leadership Team:

- Establish clear program goals
- Provide frontline management support
- Ensure resources are available
- Foster a culture of safety and prevention

Step #4: High Priority Assessments

Establishing
   Your Plan

Address Highest Priority

How to Prioritize Immediate Needs:

- ✓ **Do you have employees proactively reporting symptoms?**

- ✓ **Does your injury claim data indicate prioritized work groups?**

- ✓ **Have you evaluated your workers to determine who has highest exposure?**

- ✓ **How will your highest priority employee receive an ergonomic assessment and training?**

Step #5: Roll-out Planning

Establishing Your Plan

Create your Strategy

How will you rollout program/policy
(with limited resources/budget)

- ✓ **Identify how to implement plan given limited resources and budget**
- ✓ **Identify how employees will go through process of training and assessment**
- ✓ **Establish a rollout plan that may include phases**
- ✓ **Focused communication to targeted area / department management and then employees**
- ✓ **Track program of rollout**

Step #6 Implement Plan

Establishing
Your Plan

Getter Done

Determine Gaps & Completeness:

- ✓ **Who will provide oversight of implementation**
- ✓ **Who will provide assessments and training**
- ✓ **What will be communicated to management and employees during implementation**
- ✓ **What will be measured to ensure implementation is going to plan**

Step #7: Measure Performance

Establishing
Your Plan

Monitor Effectiveness

Leading Indicators
(Proactive Measures)

- Employee Feedback
- Risk Assessments/Audits
- Observations
- Policy/program compliance
- Safety meetings
- Early symptom reporting
- Training hours

Lagging Indicators (Reactive)

- Injury Rates
- Accident Rates
- Lost Work Days
- Absenteeism

Resources

EMPLOYEE SAFETY RESOURCES

AGILITY

ALLIANT RISK CONTROL CONSULTING (ARCC)

- EMPLOYEE SAFETY RESOURCES
- VISITOR/GUEST SAFETY RESOURCES
- PROPERTY PROTECTION RESOURCES
- COMPLIANCE & OTHER PROGRAM RESOURCES

PRAESIDIUM

WAIVERS

WORKERS' COMPENSATION

CYBER RISK MANAGEMENT

FACILITIES USE AGREEMENTS

FINE ARTS

IRIC MANUAL

CSURMA RESOURCE GUIDES

PRISM RISK CONTROL

Employee Safety Resources

- Day Care Safety Checklist
- Machine Guarding Checklist
- Slip & Fall Inspection
- Accident Investigation
- Simple Ergonomic Strategies for Desk Jobs
- Workstation Selection Guidelines
- Ergonomics Program (sample)
- Fleet Safety (sample)
- Ladder Safety
- Material Handling & Moving
- Effective Safety Committee
- Office Safety Inspection
- Accident Investigation for Supervisors
- Sprains & Strains
- Golf Cart Safety
- Heat Illness – Know the Signs and Symptoms
- Sit and Stand Workstation Guidelines
- Simple Ergonomic Strategies for Working from Home
- Knife Safety
- Kitchen Safety

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2026 ANNUAL CONFERENCE   OAKLAND, JANUARY 11 - 13

AUXILIARY ORGANIZATIONS ASSOCIATION

THE NEXT ERA OF AUXILIARIES
SHAPING TOMORROW

THANK YOU!

Cumulative Trauma Injuries: Impact on CSU Auxiliaries

Statistics

- Since July 2020 = 46 claims totaling $795k current incurred cost

- Average cumulative injury = $17,283

- Except for Covid years (21/22) - averaging 9 claims/year