

ERGONOMICS POLICY AND PROCEDURE

NOTE: This document is not intended to override established processes for employees who have an existing case with Disability Management Services or who currently have legally-mandated equipment at their workstation.

Definition: Ergonomics is the science of fitting workplace conditions and job demands to the capabilities of the employee. Ergonomics considers the capabilities and limits of the worker as he or she interacts with tools, equipment, work methods, tasks and the working environment. A goal of ergonomics is to reduce work-related musculoskeletal disorders by adapting the work environment and providing educational information to fit the person.

Employees should be encouraged to have open communication with their supervisor if they experience health issues that they believe could be related to their workspace ergonomics.

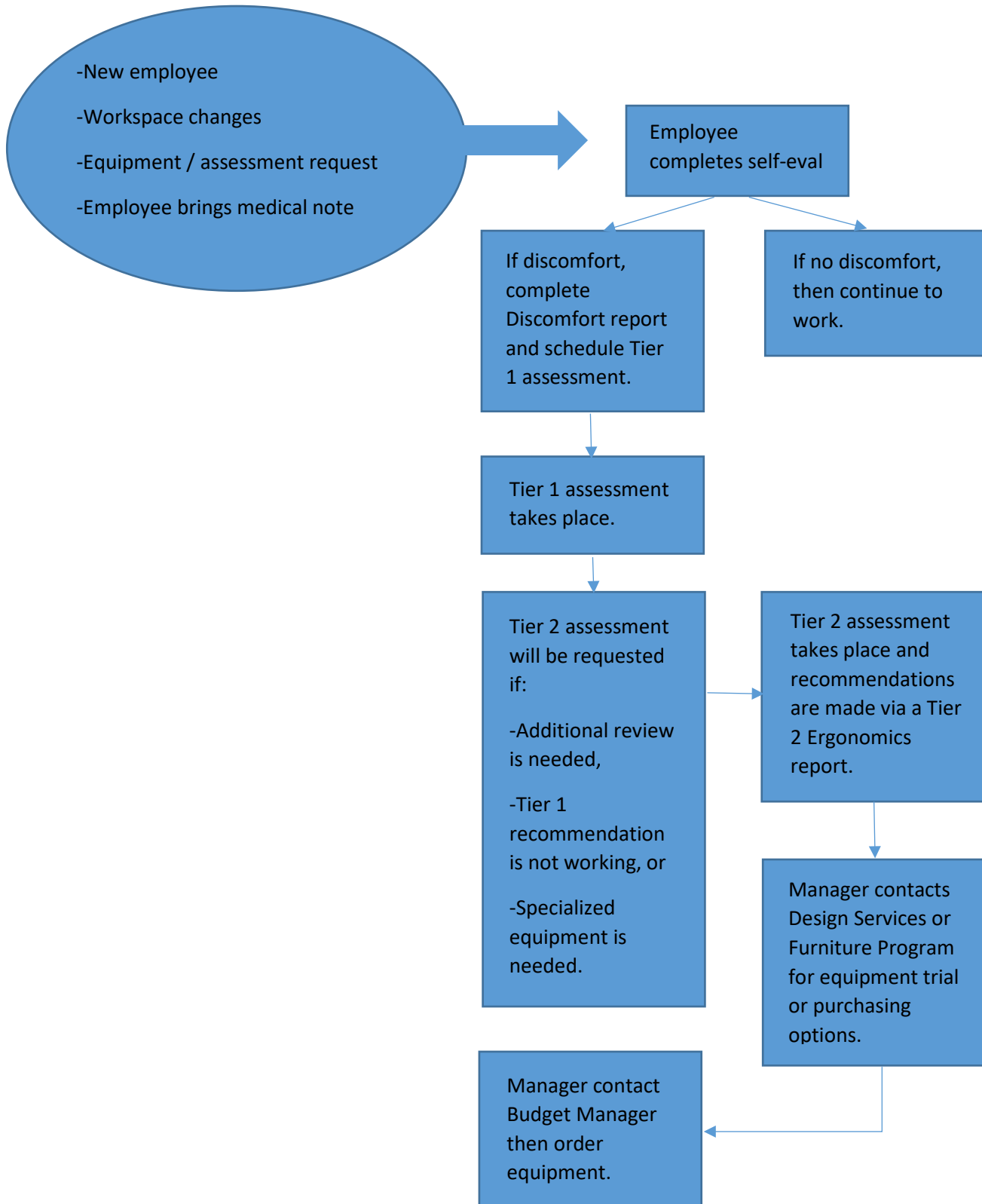
OCP PROCEDURE

- A. An ergonomics review shall occur when one of the following situations occur:
 1. a new employee begins work, or
 2. an employee's workspace changes, or
 3. the employee/supervisor requests equipment or an assessment, or
 4. the employee brings a medical note forward (contact OCP Personnel as soon as possible).
- B. The employee shall complete the [ergonomic self-evaluation](#) and the following ergonomics trainings via LMS:
 1. Ergonomics in the Workplace (DACU-esh_sah_b25_sh_enus-UCSKSS0049-ECO-SAFSVC) and
 2. Ergonomics for Computer Users (DACS-ERGO-SAFSVC)
 3. Back Safety and Injury Prevention (DACU-esh_sah_a23_sh_enus-UCSKSS0008-ECO-SAFSVC)
- C. If there is discomfort, the employee with the supervisor will complete the [Discomfort report](#) and send to OCP-Personnel to schedule a Tier 1 Assessment.
- D. OCP-Personnel will review the request. If the unit has an assigned Tier 1 Assessor, then this request will be forwarded to the Tier 1 Assessor. If there is no assigned Tier 1 Assessor, then OCP-Personnel will schedule this request with one of their team members. A [Tier 1 assessment](#) will be completed.
- E. The employee will be asked to complete the [Tier 2 Assessment request form](#) conducted by the UCD Ergonomics Team if the Tier 1 Assessor determines:
 1. that an additional level of review is needed, or
 2. if the ergonomics issue persists after the Tier 1 recommendation is implemented, or
 3. specialized equipment is needed.
- F. Tier 2 Recommendations will be made via an Ergonomic Report sent to employee and supervisor. Contact Design Services or the Furniture Program for equipment trial or purchasing options and to utilize discounted pricing through established campus contracts.

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G. If ergonomic issue persists after equipment is implemented, supervisor shall contact the Tier 2 Assessor with the UC Davis Ergonomics Team who will work with the appropriate departments for further evaluations or requirements (e.g. Disability Management Services).

OCP ERGONOMICS PROCEDURE WORKFLOW



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FAQs:

Q: How do these practices differ for a student, contract, or temporary employee, who will only be with our department for a limited time?

A: Every employee should receive a Tier 1 Assessment, regardless of career status. If a purchase needs to be made, the supervisor should look at the appointment end date in comparison to the amount of time it takes for furniture to arrive (typically 6-8 weeks).

Q: What can I do with the equipment when an employee leaves the department/University?

A: The equipment can stay with the department's inventory for future need. If department chooses not to keep equipment, the Business Office can be contacted for resale options (e.g. AggieSurplus).

Q: When should Disability Management Services be contacted?

A: Disability Management Services should be contact if there is a medical issue.

Q: What if I receive a doctor's note that recommends a specific piece of equipment?

A: If a staff member provides a doctor's note related to ergonomics, it should describe functional limitations and the duration of any restrictions. If you need additional information from the physician, contact OCP Personnel and Disability Management Services.

Q: What should I do for employees who share a workstation or don't have a primary workstation?

A: Contact the UC Davis Ergonomics Team to evaluate the situation and provide recommendations.

Q: I'm concerned about equity within the department. For example, two of my staff members already have stand-up desks but it seems to be more difficult under these guidelines to receive approval for a stand- up desk. How should I address equipment fairness with my staff?

A: Ergonomic solutions are case-specific to each person and requirements related to process, equipment, and practices evolve over time. Supervisors should ensure that the current best practices are followed at the time a given request comes in.

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Q: Can a department decline purchasing ergonomic equipment for an employee due to budget constraint?

A: No, under the general clause rule of Cal OSHA, it is the responsibility of the department to provide equipment for the employee for any known risks. That said, the ergonomic assessments should be used to help identify cost-effective solutions.

Q: Are there any centralized funds on campus available to departments for ergonomic equipment?

A: At this time, there are no centralized funds available for ergonomic equipment purchases. All equipment shall be paid for by the department.

Q: How does this align with University policy?

A: The OCP Ergonomics Policy and Procedure support the campus policy and provide a detailed process that falls in line with campus requirements.

Q: What is the University's policy on sit/stand workstations?

A: The official policy of University of California, Davis campus in regards to obtaining a sit/stand workstation is that the employee must obtain a written evaluation from either a medical or ergonomic professional recommending a sit/stand workstation to address a known risk or issue. All written evaluations will be reviewed by the Occupational Health Department for certification based on the adequacy and validity of the report.

Our best practice of scheduling a Tier 2 Assessment helps ensure the policy is being followed.

Q: How does someone become a Tier 1 Assessor?

A: A Tier 1 Assessor must receive the proper training from UC Davis Occupational Health (see the Resources page).

Q: Is there a way to try a piece of equipment before purchasing it?

A: Yes. UC Davis Occupational Health offers appointments to try out different pieces of equipment. Design Services and the Furniture program may also have trial options available, and can be contacted before ordering (see resources list for contact information).

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RESOURCES	Tier 1 Assessor	Tier 2 Assessor	Equipment Procurement	Ongoing Support
AggieBuy http://aggiebuy.ucdavis.edu			X	
Design Services designservices@ucdavis.edu (530) 752-6319	X		X	
Department Safety Coordinators	X			
Disability Management Services (530) 752-6019				X
Furniture Program furniture@ucdavis.edu (530) 754-5856			X	
Occupational Health	X	X		X
UC Davis Ergonomics Team ergoteam@ucdavis.edu (530) 752-6051	X	X	X	X
OCP Business Operations (530)	X		X	

Approved products: <http://safetyservices.ucdavis.edu/article/ergonomic-product-catalog>