

Safety & Ergonomics in the Workspace

January 26, 2024

Presented by



What We Will Cover Today

Workspace safety

- Identify hazards

- Work towards solutions

- Slip and Fall Hazards

Ergonomics

- Ergonomic Hazards

- Ergonomic Evaluations



Workspace Safety - Identify Hazards

High Hazard Workspaces:

Administrative and Office Staff

Bus Drivers

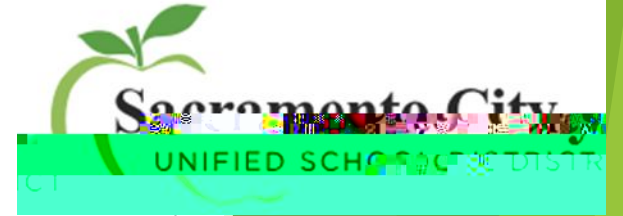
Custodians

Food Service Employees

Laborer Groundskeepers

Maintenance Staff

Teachers and Paraeducators



Workspace Safety - Definition



The process of protecting employees from work related illness and injury. It

Workspace Safety - Identify Hazards

Outlets

Daisy chain - never connect one power strip to another

Overused outlets - make sus on





Workspace Safety - Work Towards Solutions



Assess what changes you can make on your own

- Communicate with site/department administrator
- Good housekeeping in the workspace

See something say something

- Communicate and share ideas
- Form a safety committee to discuss safety concerns as a team, site and/or department
- Email plant manager for assistance or to place a work order

Ergonomics

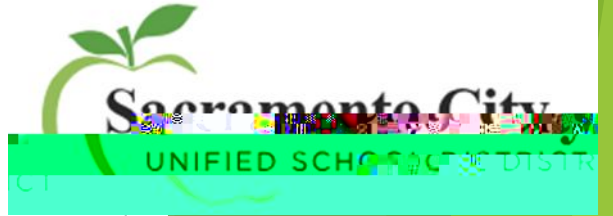
What is ergonomics in the workspace.....

Ergonomics is the process of designing or arranging workspaces, products and systems so that they fit the people who use them.

Implementing ergonomic improvements can reduce the risk factors that lead to discomfort. Ergonomic improvements can reduce the primary risk factors for Musculoskeletal Disorder (MSD), so workers are more efficient, productive, and have greater job satisfaction.

In other words, “fit the job to the person” rather than the “person to the job.”

Ergonomics - Identify Hazards



The more risk factors that are present, the greater the chances of developing an ergonomic injury, often called a repetitive strain injury (RSI) or a cumulative trauma disorder (CTD). The best solution is to redesign the job so the risk factors are reduced

Repetition - keeping materials you need close by

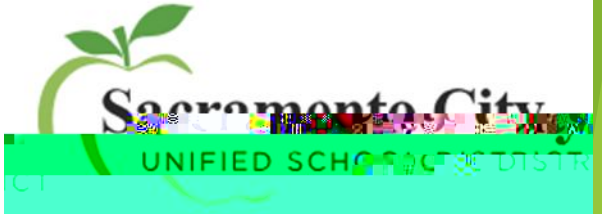
Awkward posture - positioning body and chair

Eye level monitors

Avoid moving supplies or equipment without assistance

Ergonomics in the workplace.....

The district offers ergonomic evaluations upon request. You can contact Risk Management at Riskm@scusd.edu to request one. Below are some tips to keep you working comfortably and safely

An infographic titled "KEYBOARD AND MOUSE" and "MONITOR" providing ergonomic tips. It includes illustrations of a person sitting at a desk with a computer, a mouse, and a keyboard. The tips are organized into sections: "KEYBOARD AND MOUSE" (yellow background) and "MONITOR" (yellow background). Below these is a section for "FOOT SUPPORT" (purple background).

KEYBOARD AND MOUSE

- Elbows are relaxed at side of body
- Elbows are bent at 90 degrees
- mouse next to keyboard
- keyboard and mouse at or slightly below elbow height
- Wrists do not float
- Move feet

MONITOR

- Top of viewing screen is at eye level
- If you are leaning forward to see the screen
- If you are leaning forward to see the screen

FOOT SUPPORT

- Feet are supported by the floor or footrest
- On Ears, shoulders, elbows and hips

Ergonomics - Ergonomic Evaluations Process

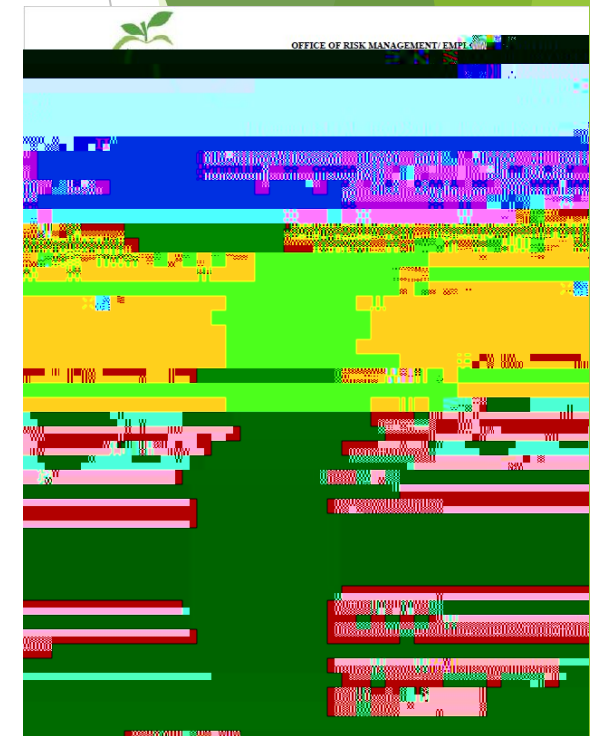
Request evaluation by emailing RiskM@scusd.edu or Martine Kruger KrugerM@scusd.edu - Supervisor approval may be required.

Ergonomic Evaluator - Schools Insurance Authority (SIA) ergonomic specialist will contact the employee directly to schedule evaluation appointment

- Re-arrangement of office furniture

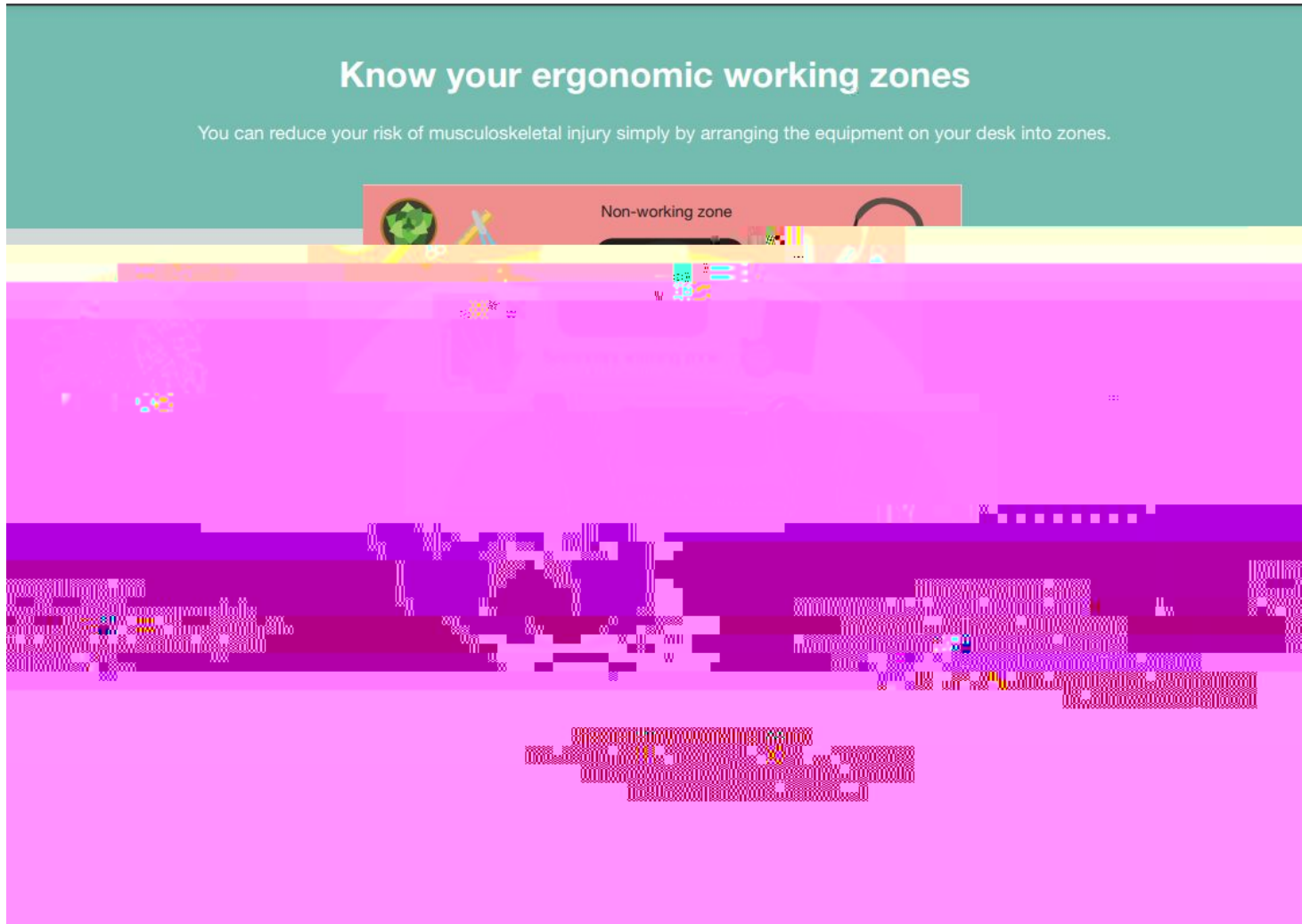
- Equipment - desk chairs (site responsibility \$), monitors (site responsibility \$) laptop riser, ergonomic keyboard/mouse, monitor platform, headsets (phone, computer), foot rest

Risk Management does not provide workspace furniture, computers, phones etc.

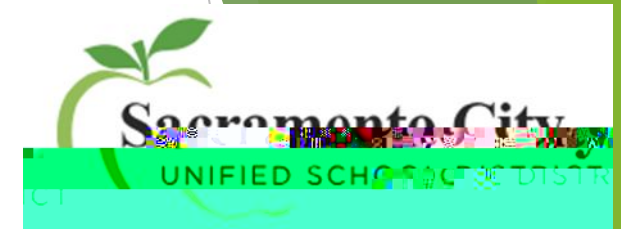


Ergonomics - Know your working zones

A 5 minute video on [how to set up your workspace](#).



Work Order Process - Office/Cubicle/Workspace Reconfiguration Request



Communicate with supervisor and custodial staff

Department name

Employee name

Supervisor information

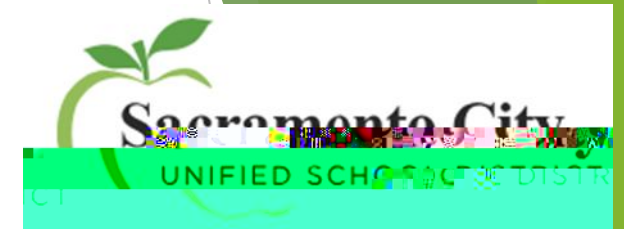
cubicle/office number

Cubicle size

Reconfiguration description

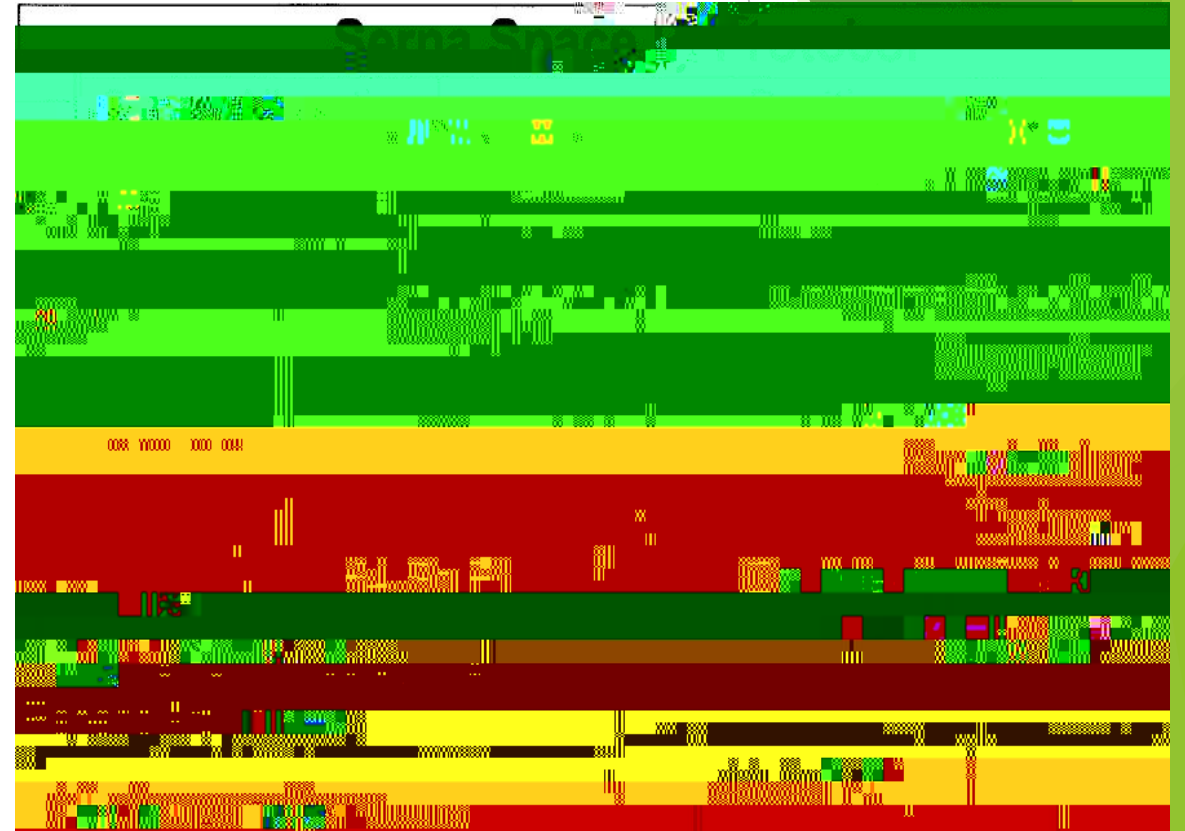
**Never move or make any adjustments to furniture and/or cubicle
partitions**

Serna Work Order Process - Office/Cubicle Reconfiguration Request

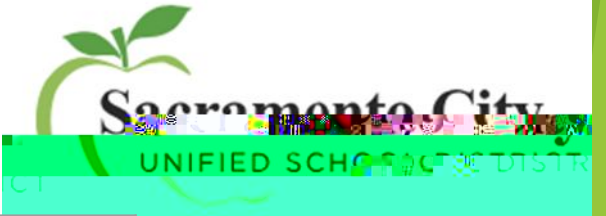


- Department name
- Employee name
- Supervisor information
- Cubicle/office number
- Cubicle size
- Reconfiguration description

Office/Cubicle Reconfiguration Request:
<https://www.scusd.edu/form/serna-cubicleoffice-request-form>



Risk Management / Employee Benefits Contact Information



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Martine Kruger, RM Specialist Krugerm@scusd.edu 916-643-9421 916-730-9597 cell	Scott Holton, Haz Materials Compliance Lead scott-holton@scusd.edu 916-643-7905 916-752-3304 cell
Employee Benefits main line 916-643-9432 * Risk Management main line 916-643-9421* Fax 916-399-2071 Workers' Compensation reporting line 916-643-9299	

Q & A

Handouts:
Sitting Pretty