

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT



PROCEDURE FOR OFFICE ERGONOMICS PROGRAM

Ergonomics is the study of people and their interactions with the elements of their job or task including equipment, tools, facilities, processes, and environment. In essence, it is the science of human comfort. Proper ergonomics is essential to health and productivity. The purpose of this program is to aid employees with their ergonomic needs.

Reporting Procedures

Step 1:

Any employee who is experiencing discomfort, is in a new or remodeled office location, or has a diagnosed injury that requires accommodations should report their need for an ergonomics assessment to their immediate supervisor and to the Human Resources Coordinator (Office Ergonomics Program Administrator), AND/OR

Supervisors or any member of management who acquire information that an employee is experiencing discomfort or symptoms of a musculoskeletal disorder (MSD) must notify the Human Resources Coordinator, AND/OR

Any employee with a diagnosed injury requiring an accommodation, or any injury diagnosed as a work-related MSD by a licensed health care provider should immediately be reported to the supervisor and Human Resources Coordinator.

Step 2:

The Human Resources Coordinator (Office Ergonomics Program Administrator) will ensure appropriate action is taken according to the situation conveyed.

The Human Resources Coordinator, or designee, will provide the employee with the following:

- 1.) The Ergonomics Assessment Request Form and Self-Evaluation Checklist
- 2.) A copy of the GCCCD Ergonomics Policy
- 3.) A copy of the GCCCD Ergonomics Procedure

Step 3:

Once the Ergonomics Assessment Request Form and Self Evaluation Checklist are returned to Human Resources, the employee will be scheduled for required Ergonomics Training utilizing ASCIP's Business Skills & Safety Courses. Concurrently the Human Resources Coordinator will work on scheduling the employee's in-person ergonomics assessment date.

Step 4:

After completion of the in-person assessment, Human Resources will be provided an ergonomics evaluation report with recommendations. The Human Resources Coordinator, or designee, will provide that report to the employee and their supervisor.

Step 5:

Once Human Resources and the employee's supervisor have reviewed the report, the District will decide on a course of action (e.g. finding suitable used equipment or have the department purchase new equipment based on the recommendations).

Step 6:

Once the equipment has been delivered and installed the Human Resources Coordinator will coordinate training for the employee on the new equipment provided. It is the responsibility of the employee for using equipment correctly and performing tasks as outlined in the recommended solutions.

Step 7:

The Human Resources Coordinator, or designee, will contact the supervisor and the employee to determine if a follow-up worksite evaluation is necessary to measure the effectiveness and/or implementation status of the recommendation(s).