

# **E E R R G G O O N N O O M M M I I C C C C O O N N S S U U L L T T I I N N G G S S E E R R V V I I C C E E S S**

The Office of Risk & Insurance Management has identified four different ergonomic service areas: Program Development, Training and Education, Workstation Evaluations, and Other Job Hazard Analysis. State agencies will be required to continue to follow all State procurement policy/procedures to obtain these services.

## **Program Development**

Every employer is required to assess hazards that exist within the workplace and have a program for dealing with these risks. The risk of repetitive-motion injuries is an issue in many of our workplaces. Developing a method for controlling these exposures is essential for complying with applicable health and safety regulations and reducing work-related injuries.

## **Training & Education**

Educating all employees on the health and safety issues related to improper workstation use is essential. Instruction is provided to aid students in identifying factors that put them at risk of injury and provide suggestions for preventative measures, including exercise, to reduce the chance of injuries related to improper workstation use. Training classes will vary in length depending upon the needs of the user and can range from one (1) to four (4) hours. Specialized classes for those employees who will be responsible for evaluating and training other employees are normally a minimum of eight (8) hours.

## **Computer Workstation Evaluation, Design, and Improvement**

A proper evaluation will identify specific problem areas involving how an employee interacts with the workspace, computers, tools, and furniture that could potentially result in musculoskeletal disorders. Workstation seating, lighting and glare, screens, keyboards, work surfaces, and work practices are all evaluated. Minor workstation adjustments that are necessary are made during the evaluation whenever possible. A written report of findings, actions taken, and recommendations is prepared.

## Other Job Hazard Analyses

Some jobs do not involve the employee sitting at a fixed computer workstation to perform their daily tasks. This does not, however, eliminate the possibility of a repetitive-motion injury. Warehouse operations, grounds personnel, and mailroom staff are examples of the types of jobs that might require analysis of individual and groups of job tasks to properly assess ergonomic risks.

Following are suggested steps in procuring ergonomic services for your department:

Determine the type of work that you need performed. Develop a preliminary Scope of Work including time frames and approximate project budget. (Sample attached.)

Determine where services are required and identify a vendor that is closest to the work to be performed.

Contact the vendor and provide them with the preliminary Scope of Work. Obtain a written proposal from the vendor outlining the project phases, (specific work items/deliverables/outcomes), a progress schedule, and a cost breakdown.

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