

## WORKSTATION ERGONOMIC ASSESSMENT GUIDE

If an employee of CSU Stanislaus has discomfort perceived to be from job related workstations then the following are some basic guidelines/options for ergonomic evaluations. These options are to assist your department in making a clear decision on actions needed to alleviate said discomfort.

1. An employee with a perceived ergonomic concern due to consistent use of a Computer workstation (Video Display Terminal) should first communicate with their supervisor.
  - a. If the Supervisor is in agreement to have basic evaluation by on-campus means, then proceed to #2.
  - b. If the perception is that the employee is "injured," due to ergonomic concerns, then a "Supervisor's Report of Injury" form must be completed and a recommendation may be made to see a doctor and pursue a workman's comp report (filed with HR). Once a doctor's prescription has been made, then the EH&S office may assist with referrals to vendors of the prescribed equipment. If it is a matter of altering duties etc, EH&S can also assist a supervisor with ideas to accommodate modified duty.
  
2. If it is believed that the perceived discomfort, at a consistently used workstation, might be corrected by ergonomic improvements, a supervisor may contact EH&S and request an Ergonomic Assessment.
  - EH&S responds to these requests by referring the supervisor and employee to a reliable online self-assessment.  
[http://www.ergonomics.ucla.edu/seval\\_gen.cfm](http://www.ergonomics.ucla.edu/seval_gen.cfm)
  - They are instructed to perform self-evaluations then assess/implement based on determined improvement ideas.
  - In most cases, the self-evaluation remedies the situation without personal review.
  
3. If after implementing improvements that were learned through the self-assessment, the employee still has discomfort or problems, then the supervisor may request an in-person workstation assessment.
  - EH&S will contact the employee for an appointment and perform a full evaluation (measuring chair height, distances etc.) with the supervisor and employee present.
  - A full report will be prepared and given to the supervisor and employee with recommendations for ergonomic adjustments and/or product specifications.
  - EH&S would continue to work with the supervisor and the employee to remedy the situation as best possible.
  - Any/all implementation of resulting recommendations is up to the supervisor and said department to manage and fund.