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



Ergonomics - Ergonomic Evaluations Process

Request evaluation by emailing <u>RiskM@scusd.edu</u> or Martine Kruger <u>KrugerM@scusd.edu</u> - 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

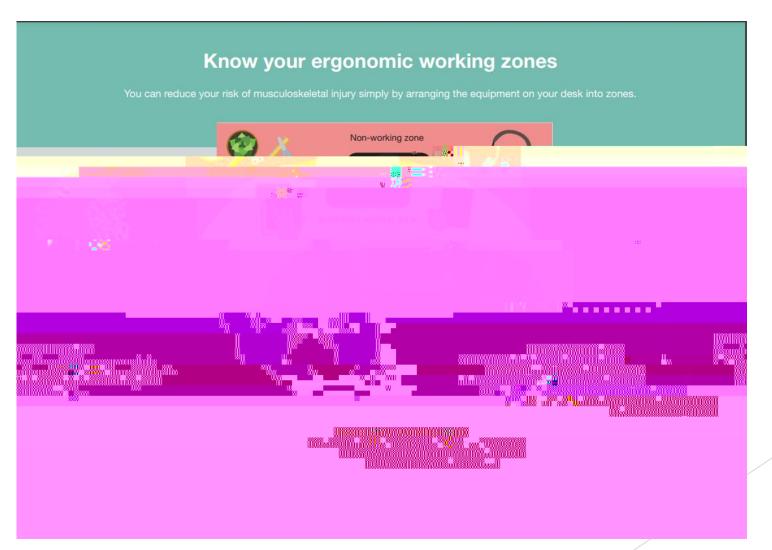
Equipment - desk chairs (site responsibility \$), monitors (site responsibility \$) laptop riser, ergonomic keyboard/mouse, monitor platform, headsets (phone, computer), foot rest

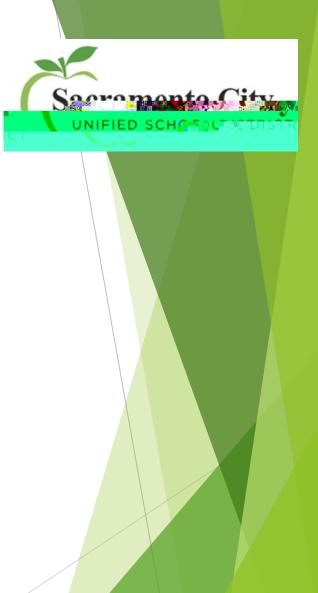
Risk Management does not provide workspace furniture, computers, phones etc.



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

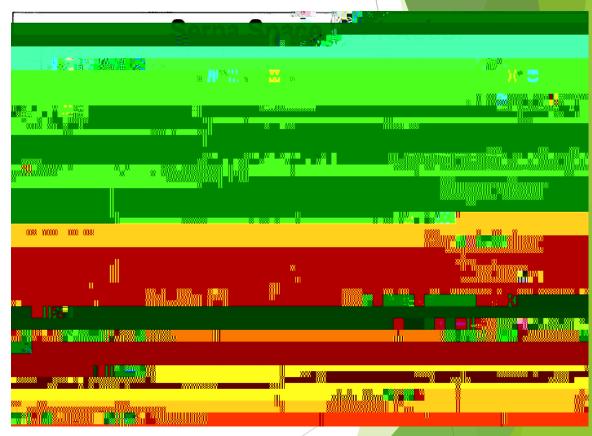
Never move or make any adjustments to furniture and/or cubicle partitions

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-cubicleoff ice-request-form



Risk Management / Employee Benefits Contact Information



Keyshun Marshall, Director keyshun-marshall@scusd.edu 916-643-9421 916-752-3324 cell	Amber Peña, Manager amber-pena@scusd.edu 916-643-7902 916-417-8931 cell
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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

Office/Cubicle Reconfiguration Request:

https://www.scusd.edu/form/serna-cubicleoffice-request-form

Risk Management department email: RiskM@scusd.edu

Q & A

Handouts: Sitting Pretty