

Safety & Ergonomics in the Workspace

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Presented by
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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 starts by developing a company Environmental, Safety and Health Policy statement and implementation of a workplace safety plan and program.

SCUSD workplace safety program is referred to as the IIPP - Injury Illness Prevention Plan

https://www.scusd.edu/sites/main/files/file-attachments/iipp_revised_7.202242.pdf

Safety in the workspace is controlled by you!

Workspace Safety - Identify Hazards



- ❖ Outlets
 - Daisy chain - never connect one power strip to another
 - Overused outlets - make sure the appropriate watts
- ❖ Lighting
 - Emergency Exits
 - Overhead lights
- ❖ Walking Pathways - Fall Hazard
 - Hallways - clear from debris
 - Classrooms - aisles clear from backpacks, classroom free of clutter
 - Bus aisles and exits free of baggage, equipment and people
- ❖ Open space areas (multi-purpose rooms, Library)
 - Be aware of caution signs for maintenance and construction projects.
 - Wear shoes with non-skid soles

Workspace Safety - Identify Hazards



- ❖ Slip and Fall Hazards
 - Identify the cause of slippery floor and address the problem
 - Use warning signs to keep people away from wet floors
 - Clean up spills in your work area immediately

- ❖ Shelves, storage racks and cabinets
 - Make sure they are stable and secured

- ❖ Custodial Assistance
 - Never stand on chairs or desk
 - Never remove fixtures, furniture, or make your own repairs

- ❖ Ladder use
 - Ask for ladder safety training
 - When using a ladder, put the ladder on a stable, dry surface.
 - Make sure it is fully open and locked

Workspace Safety - Identify Hazards



- ❖ Sharp Objects
 - Use knives that are the right size and type for your task
 - Cut resistant gloves - proper personal protective equipment (PPE)
- ❖ Machinery/Equipment
 - Unplug machine before cleaning
 - Keep hands, face, hair, clothing, lanyards and jewelry away from moving machine parts
 - Follow steps for proper lock out/tag out when cleaning or servicing equipment
- ❖ Infectious Disease
 - Wash your hands frequently with soap and water
 - If you provide first aid to students or staff you may need a Hepatitis B vaccine and bloodborne pathogens training
 - Use the appropriate PPE when necessary
 - Stay home if sick

Workspace Safety - Identify Hazards



- ❖ Poor Indoor Air Quality
 - Open doors and windows to get fresh air
 - Verify the heating, ventilation, and air conditioning HVAC system is working by communicating with your supervisor and custodial team
 - Report water leaks or sign of dampness right away

- ❖ Chemicals
 - If you use any cleaning supplies, follow safety precautions on the label
 - Ventilate the area as well as possible
 - To reduce the need for pesticides, make sure offices are cleaned well after eating or drinking.

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

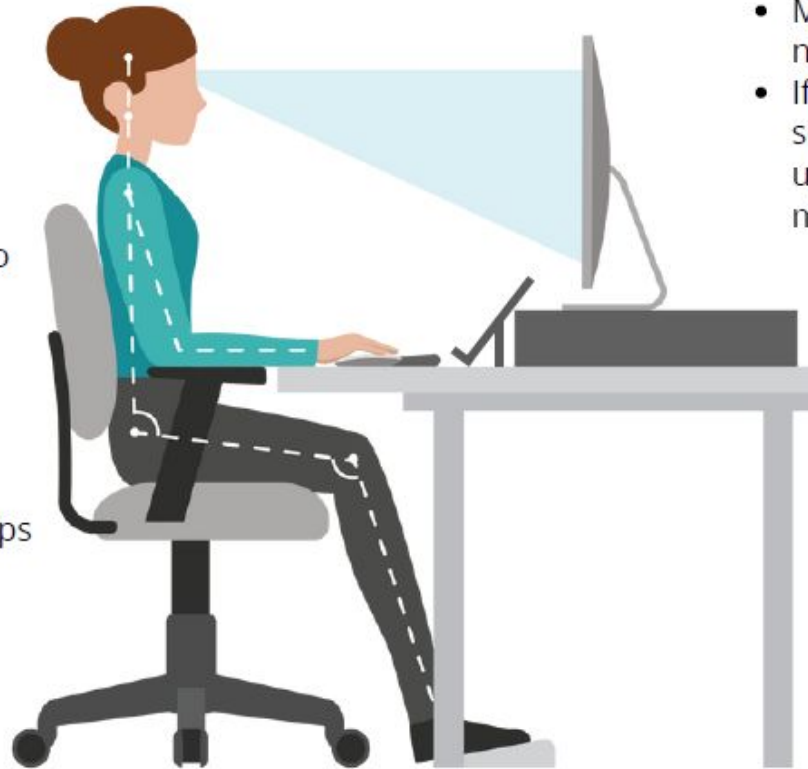


KEYBOARD AND MOUSE

- Elbows are relaxed at side of body
- Elbows are bent at 90 degrees
- Wrists are straight
- Mouse next to keyboard
- keyboard and mouse at or slightly below elbow height
- Wrists do not rest while typing; float
- Move mouse with entire arm, do not rest; float

CHAIR

- Knees at or slightly lower than hips
- Sit on back of thighs
- Lumbar support if needed
- Sit back into the chair
- Align Ears, shoulders, elbows and hips



MONITOR

- Top of viewing screen is at eye level
- Monitor is centered to the body
- Monitor is close enough that you do not lean forward to see the screen
- If wearing multi-focal lenses, adjust screen to your stature, then adjust up/down in 1/2" increments until neck movement is minimal

DOCUMENT HOLDER

Paper documents are placed between keyboard and monitor

FOOT SUPPORT

(IF NEEDED)

Feet are supported by the floor or footrest

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.

A form titled "Ergonomic Evaluation Request Information Sheet" from the Office of Risk Management, Employee Benefits. The form includes contact information for the Sacramento City Unified School District, a "Please note" section about virtual evaluations, and various fields for employee and supervisor information. A watermark image of a person sitting at a desk is visible in the background of the form.

Sacramento City Unified School District
OFFICE OF RISK MANAGEMENT, EMPLOYEE BENEFITS
5735 47th Avenue - Sacramento, CA 95824
Risk Management Main: (916) 643-6421
Benefits Main: (916) 643-6432
Fax: (916) 399-2073
Keyanna Marshall, Director II

Ergonomic Evaluation Request Information Sheet CLASS FORM

Please note: SIA is currently offering virtual ergo evaluations (in person option upon request). You will need audio/video capabilities to complete the evaluation with the evaluator.

You will need to take measurements prior and after your evaluation. A tape measure is available on a bookcase in Risk Management; please feel free to use it and please return it as soon as possible. If you have any questions, please contact Martine Kruger.

Name: _____
Phone Number: _____
Title: _____
Email: _____
Supervisor's Name: _____
Supervisor's Number: _____
Site Name: _____
Room#/ Cubicle: _____
Site Address: _____
Reason for Evaluation: _____
Contact Cell Number: _____

Please submit completed form to Risk & Disability Management.

FOR RISK MANAGEMENT USE ONLY

Date Received: _____
Date to SIA: _____


Revised 1/24/2024

Ergonomics - Know your working zones

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

Know your ergonomic working zones

You can reduce your risk of musculoskeletal injury simply by arranging the equipment on your desk into zones.



The diagram shows a top-down view of a person sitting at a desk. The desk is divided into three zones: a green 'Primary working zone' closest to the person, an orange 'Secondary working zone' in the middle, and a red 'Non-working zone' furthest from the person. Various office items are placed in these zones: a smartphone, a printer, a coffee cup, and a headset in the secondary zone; a keyboard, a mouse, and a notepad in the primary zone; a recycling bin, a stapler, a pair of headphones, and a keychain in the non-working zone. A blue office chair is shown to the right of the desk, and a potted plant is to the left.

Primary working zone
The primary working zone is the area on your desk that you can comfortably reach when sitting back in your chair with your elbows at 90 degrees and relaxed by your sides.

Secondary working zone
The secondary working zone is the area on your desk that you can reach with your back still in contact with the back rest and your arms extended.

Non-working zone
Anything positioned on your desk outside of the primary and secondary zones can encourage leaning and reaching, which can increase the risk of repetitive awkward movements that may lead to discomfort. Either bring those items closer, or stand up and move to it to retrieve it.

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>

Serna Space Protocol	
Space Allocation	Positions
Office	Director I and Up
96 Sq Ft	Coordinator/Manager Supervisor
64 Sq Ft	Specialist Trainer Confidential Classifications SEIU Professional Unit Positions Parent Advisors
48 Sq Ft	All other positions

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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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	
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

Know your ergonomic work zones

Feel Good Stretches

EPG- emergency preparedness guidelines