DEPARTMENT OF CORRECTIONS

Policy Number:	**105.112**
Title:	**Occupational Ergonomics**
Effective Date:	**11/19/18**

PURPOSE: To reduce the risk of injury through ergonomic training and work station design.

APPLICABILITY: Department-wide

DEFINITIONS:
Ergonomics - the study of the relationship between people, their activities, their equipment, and their environment.

Workstation - location where an employee performs job duties. This includes furniture, equipment, and environmental conditions related to the work area. Workstations include office and industrial environments.

PROCEDURES:

A. Training

1. All department supervisors and facility information technology (IT) staff receive initial training on ergonomic principles.

2. Training includes industrial and office ergonomic concepts, information on workplace setup, stretching, and other injury prevention methods.

3. The department safety administrator team develops and provides the training.

4. All ergonomic training is documented electronically in the electronic training management system.

B. Workstation design

1. Planning of all workstations and computer equipment includes ergonomic design considerations. Staff must consult with the assigned safety administrator/designee when designing or modifying workstations.

2. Staff consults the assigned safety administrator/designee prior to any workstation construction or purchase.

3. The safety administrator/designee reviews the request for ergonomic needs and makes recommendations to the facility/unit supervisory staff.

4. Human resources staff and the safety administrator must make arrangements for outside ergonomic consultations, when required by a medical claim.

C. Workstation monitoring

1. Supervisors must monitor the work areas of their staff to identify ergonomic needs.

2. Supervisors may consult with the assigned safety administrator/designee regarding ergonomic needs. The safety administrator/designee determines needs and recommends the appropriate response. The assigned safety administrator/designee investigates first reports of injury for potential ergonomics causes.

3. Supervisors must correct identified ergonomic problems.

D. Computer equipment purchase - requests for new computer equipment must be reviewed and approved by designated individuals at each department location. At the facilities, the facility safety administrator and the facility IT director must review requests for computer equipment to determine the most effective ergonomic design and consult with the designated safety/administrator for ergonomic considerations. Central office staff may consult with the department diversity manager or department safety director/designee. Field services staff may consult with the region's assigned safety administrator/designee. All other staff may contact the department safety director/designee for ergonomic consultation.

E. The Minnesota Department of Administration does not allow state entities (including the DOC) to use exercise balls as a replacement for office chairs. However, an exception may be made if the use of an exercise ball is directed by a medical doctor for a medical condition.

F. Sit/stand work station

1. The purchase and installation of an appropriate sit-stand work station is based on an ergonomic assessment, and approval of the supervisor. Any medical conditions related to the request for a sit/stand workstation must immediately be reported to human resources by the supervisor or safety administrator.

2. If a sit-stand workstation is installed, the supervisor and safety administrator must review the manufacturer's guidelines for proper use with the employee.

G. The department provides reasonable accommodations to qualified staff through Policy 103.310, "Reasonable Accommodation."

INTERNAL CONTROLS:

A. All ergonomic training is documented and retained in the electronic training management system.

B. Ergonomic assessments are kept by the safety administrator/designee according to the appropriate records retention schedule.

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 182.653, subd. 2
Policy 105.125, "A Workplace Accident and Injury Reduction Program (AWAIR)"
Policy 103.310, "Reasonable Accommodation"

REPLACES: Policy 105.112, "Occupational Ergonomics," 1/20/15.
All facility policies, memos, or other communications, whether verbal, written or transmitted by electronic means regarding this topic.

ATTACHMENTS: Workstation Evaluation Worksheet
NIOSH Symptoms Self Survey (105.112B)
Office Ergonomics Assessment short form
Office Ergonomics Assessment long form
Memo not allowing fitness ball as office chairs (105.112A)

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services