

## CAMPUS SAFETY AND SECURITY

<b>Title:</b>	<b>Workplace Ergonomics</b>
<b>Category:</b>	<b>Guidelines</b>
<b>Guideline No.:</b>	<b>CS&amp;S-14-2013</b>
<b>Applicability:</b>	<b>All Employees</b>
<b>Created Date:</b>	<b>August 2013</b>

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### INTENTION

To offer a safe environment at Langara College by providing ergonomic assessment, training, recommendations, and provide services to minimize, eliminate, and prevent the risk of musculoskeletal injury.

### DEFINITIONS

Ergonomics is the scientific discipline involved with understanding the relationship between our bodies and our work environment when using computers, tools, equipment, products, and performing various tasks.

Musculoskeletal Injury (MSI) is an injury or a disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels, or soft tissue which may be caused or aggravated by work.

Ergonomic Assessment is the evaluation of the risk factors with the goal to minimize and if possible eliminate the risk of MSI to workers.

### GUIDELINES

- Employees will use safe work practices, participate in ergonomic training and education, and discuss concerns with workstations, equipment, and tools with their supervisor
- Employees will report work related injury, such as Musculoskeletal Injury (MSI) occurrences and seek first aid or medical attention if required. In cases of injury or emergency employees will seek first aid by calling 4444
- Supervisors will implement necessary changes to prevent and mitigate MSI risks, and consult with Facilities Services about ergonomic assessment when necessary
- Supervisors will ensure that employees are trained and educated in the ergonomic use of furniture, equipment and tools

## **ROLES AND PRACTICES**

### **A Supervisor must contact Facilities Services when:**

- An employee reports a work related injury or seeks first aid or medical attention
- An employee develops signs or symptoms of occupational disease (e.g. MSI)
- The employee workstation or work place furniture/equipment/tools may be contributing to an injury
- Designing or renovating workspaces to meet ergonomic standards

If there is a request for a specific medical accommodation and ergonomic adjustment for an individual employee due to a medical condition the completion of an accommodation request and medical documentation may be required. The Supervisor will contact Human Resources for information about this process.

### **Campus Safety & Security:**

- Ensure that all safety and security measures are taken to accommodate for ergonomic factors within the workplace
- Work with executive and management to implement and educate employees through training and additional resources
- Receive and facilitate medical ergonomic accommodation requests submitted through Human Resources

### **Facility Services:**

- Provide ergonomic training and assessments
- Consult with Campus Safety and Security when considering workplace furniture purchases in order to adhere to ergonomic requirements and safety standards

### **Human Resources:**

- Facilitate medical ergonomic accommodations with Campus Safety and Security when required

## **REVIEWED**

Campus Safety & Security  
Facility Services  
Human Resources