

INTERIM INSTRUCTION NOTICE #18-001

December 12, 2018

SUBJECT: Ergonomic Assessments Levels

DISTRIBUTION: All Department of Behavioral Health (DBH) Employees

OBSOLETE: Upon completion of related policy and/or procedure

Effective Date December 12, 2018

From DBH Office of Disaster and Safety

Introduction This Interim Instruction Notice (IIN) provides Department of Behavioral Health (DBH) employees guidance to conduct and/or receive the appropriate level of an ergonomic assessment for their immediate work space when/if appropriate.

Definition(s) Ergonomics refers to the study of individuals' efficiency in their working environment. This includes evaluation of the following:

- Interaction between people and their work environment;
- Tools used in daily work activities;
- Repetitive tasks performed in specific jobs, and
- Physical environment in which jobs are performed.

The goal of an ergonomics program is to reduce the potential for injury and make tasks performed by employees as physically and environmentally safe as reasonably possible.

Note: Many of the ergonomics principles presented in this IIN can be applied to support neutral posture in the vehicle, working remotely and/or working in the field.

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Ergonomic Assessment Process

There are various ergonomic assessment levels based on the needs of an individual DBH employee. An ergonomic assessment may be initiated by a DBH employee by first completing a self-assessment after taking the Tier 1 Human Services – Ergonomic Fundamentals Course (DBH-ERGO-FUNDA) in Relias (Tier 1), then (if needed) requesting a supervisor assessment (Tier 2), and finally the supervisor may forward a higher level ergonomic assessment (Tier 2.5) request to the DBH Office of Disaster and Safety (Disaster and Safety). Ergonomic assessments processed within DBH include Tier 2.5 and below. Level Tier 3 are referred to County Risk Management.

Tier	Description
1	<p>Tier 1 is a basic ergonomic self-assessment conducted by the employee using the Tier 1 Employee Ergonomic Guide and adjusting existing work equipment to ergonomically improve the employee's physical work condition. This includes, but is not limited to, applying the following changes:</p> <ul style="list-style-type: none"> • Sitting and/or standing with proper posture • Adjusting the height of the computer monitor • Adjusting the height of the chair
2	<p>Tier 2 is a moderate ergonomic assessment, <i>after a Tier 1 has been completed</i>, when adjustments to the existing work equipment have not ergonomically improved the employee's physical work condition.</p> <p>Tier 2 is a separate supervisor-assessment completed by the supervisor. The supervisor must complete the County Human Services Tier Two (2) Ergonomic Assessment (HSERGO202) training online through Performance, Education, & Resource Center (PERC). Following completion of the training, the supervisor completes the Tier 2 Supervisor's Assessment Form and submits to Disaster and Safety for review.</p> <p>Disaster and Safety will evaluate the Supervisor's Form to determine what equipment and/or materials are appropriate for purchase to improve the immediate work space. Disaster and Safety will send a completed Purchase Request to Fiscal as appropriate and will copy the supervisor.</p> <p>Note: Equipment and/or materials will be delivered directly to the worksite and it is the responsibility of the supervisor to ensure receipt and installation.</p>

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Ergonomic Assessment Process, continued

Tier	Description
2.5	<p>Tier 2.5 is an elevated ergonomic assessment, <i>after the Tier 2 has been completed</i>, when adjustments to modifications following the Tier 2 assessment have not improved the employee's physical work condition or there is a higher degree of assessment needed.</p> <p>The supervisor is responsible for submitting the Ergonomic Assessment Request Form to Disaster and Safety for appropriate assignment to an Ergonomic Intervention Team (EIT) member. This assessment includes, but is not limited to the following:</p> <ul style="list-style-type: none"> • Custom ordering of specialized ergonomic equipment • Customized and advanced adjustments to workstation that requires resizing of work table height, cubicle, chair, etc. <p>The EIT member must use the Tier 2.5 Ergonomic Intervention Form to complete assessment and submit to Disaster and Safety for review following the Tier 2.5 assessment.</p> <p>Disaster and Safety will evaluate the 2.5 Ergonomic Intervention Form to determine what equipment and/or materials are appropriate for purchase to improve the immediate work space. Disaster and Safety will send a completed Purchase Request to Fiscal as appropriate and will copy the supervisor.</p> <p>Note: Equipment and/or materials will be delivered directly to the worksite and it is the responsibility of the supervisor to ensure receipt and installation.</p>
3	<p>Tier 3 is a high level ergonomic assessment requiring escalation to County Risk Management. These assessments are referred to Risk Management on a case-by-case basis and may involve specialized evaluation due to a current or prior injury, modified-duty status and/or work restriction(s), and/or a workers compensation case.</p>

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Questions Questions regarding ergonomic assessments are to be directed to DBH Disaster and Safety at safety@dbh.sbcounty.gov.

- Related Forms**
- Tier 1 Employee Ergonomic Guide
 - [Tier 2 Assessment Form](#)
 - [Ergonomic Assessment Request Form](#)
 - Tier 2.5 Ergonomic Intervention Form
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