

**County of San Bernardino  
Department of Behavioral Health**

**Office Ergonomics Intervention Program Policy**

**Effective Date** 06/17/10  
**Approval Date** 06/17/10



Allan Rawland, Director

**Policy** It is the policy of the County of San Bernardino Department of Behavioral Health (DBH) to provide safe working conditions, a healthful work environment, and to promote continuing awareness of health and safety for employees at all levels within the Department.

**Purpose** To inform DBH staff of the Department's policy concerning office ergonomics, the Office Ergonomics Intervention Program (OEIP).

**Definition** Ergonomics focuses on the interaction between people and their work, the tools they use, the tasks they perform and the physical environment in which they perform their jobs. 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.

**Responsibility** The following is a table of the responsibilities regarding the Office Ergonomics Intervention Program (OEIP):

<b>Responsible Party</b>	<b>Responsibility</b>
DBH	<ul style="list-style-type: none"><li>• Provide a safe place to work</li><li>• Provide employee training regarding the prevention of workplace injuries</li><li>• Protect the health, safety, and welfare of its employees</li></ul>
Department of Risk Management (DRM)	<ul style="list-style-type: none"><li>• Provide comprehensive training for Ergonomic Intervention Team (EIT) members</li><li>• Provide consultation with regard to the process of anticipating, identifying, and evaluating ergonomic hazards</li></ul>

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# County of San Bernardino Department of Behavioral Health

## Office Ergonomics Intervention Program Policy, Continued

**Responsibility** (continued)

Responsible Party	Responsibility
DBH Supervisors and Managers	<ul style="list-style-type: none"> <li>• Implement OEIP and take all reasonable steps necessary to ensure their employees have an appropriate work environment</li> <li>• Periodically assess their employees' work environments. In many cases, corrections to a workstation can be made without the need for additional purchases or further assessments</li> <li>• Request an ergonomic assessment of an employee's work environment in accordance with the <a href="#">Office Ergonomics Intervention Program Procedure</a> when requiring assistance to ensure compliance with this policy</li> <li>• Ensure staff attend annual ergonomic training designed to assist and educate in the basics of office ergonomics</li> </ul>
All DBH Employees	<ul style="list-style-type: none"> <li>• Attend annual ergonomic training designed to assist and educate in the basics of office ergonomics</li> <li>• Observe and maintain ergonomically correct workstation layouts and demonstrate proper body posture and work habits</li> <li>• Apply ergonomic principles and perform all job functions in a way which reduces or prevents work related injury and promotes personal health</li> </ul>
DBH Facility and Project Management (FPM)	<ul style="list-style-type: none"> <li>• Receive service repair requests for adjustment or purchase of desks, chairs, head sets, keyboard trays or other furniture for secondary review</li> <li>• Ensure furniture requested addresses the need of the staff while remaining in alignment with DBH product standards</li> <li>• Seek additional guidance from DRM for items not in current DBH furniture standards</li> <li>• Make final decisions on the ultimate product line used, providing it meets the ergonomic needs of the employee</li> <li>• Provide demonstration chairs as needed and place the orders</li> </ul>

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**County of San Bernardino  
Department of Behavioral Health**

**Office Ergonomics Intervention Program Policy, Continued**

**Responsibility (continued)**

<b>Responsible Party</b>	<b>Responsibility</b>
DBH Office of Information Technology (IT)	<ul style="list-style-type: none"> <li>• Receive purchase requests of technology based equipment including: keyboards, mouses, trackballs, monitor stands or other technology based ergonomic devices for a secondary review</li> <li>• Ensure the requested technology based equipment addresses the needs of the staff</li> <li>• Ensure the equipment's compatibility and alignment with current DBH technology standards</li> <li>• Seek guidance from FPM and DRM for items not in alignment with current DBH technology standards</li> <li>• Make final decisions on the ultimate technology/device used, providing it meets the ergonomic needs of the employee</li> <li>• Provide demonstration devices including keyboards, mouses and trackballs</li> </ul>
DBH Ergonomics Coordinator	<ul style="list-style-type: none"> <li>• Coordinate required training for EIT members</li> <li>• Record all ergonomic requests</li> <li>• File all ergonomic reports in a centralized location</li> <li>• Follow up with all parties involved to ensure assessment is completed and all appropriate recommendations are implemented</li> <li>• Conduct regular EIT program meetings</li> </ul>
EIT members	<ul style="list-style-type: none"> <li>• Complete a comprehensive ergonomic training designed to assist and educate in the identification of potential workstation problems</li> <li>• Recommend solutions for correction through the application of ergonomic principles</li> <li>• Assess, evaluate and implement workstation improvements using available resources</li> <li>• Schedule ergonomic assessments within ten (10) days of receiving the ergonomic request form</li> <li>• Complete assessment using the assessment form and recommend corrective action</li> <li>• Make a referral to the DBH Americans with Disabilities Act (ADA) Coordinator when it is determined an accommodation need exists (i.e., ADA)</li> <li>• Conduct a twenty-one (21) day follow-up with the employee</li> </ul>

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**County of San Bernardino  
Department of Behavioral Health**

**Office Ergonomics Intervention Program Policy, Continued**

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**References** California Code of Regulations, Title 8, [Section 5110](#)  
County of San Bernardino Employee Safety and Health Manual, Chapter 13,  
[Ergonomics](#)

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**Related Policy  
or Procedure** DBH Standard Practice Manual SFT7029-1, [Office Ergonomics Intervention  
Program Procedure](#)

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