

ERGONOMICS THE BIGGER PICTURE

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PERSPECTIVE

- PIPS JPA = 300 California District Schools
- SCCSIG = 27 of the 300 (10% PIPS)

Keenan has 273 school districts. They perform on average 600 ergo evaluations from year to year. That's roughly 2+ per district.

Similar JPA with about 24 school districts (not a member of PIPS). They perform on average 100 evaluations per year. That's roughly 4+ per district.

Last year, and the year prior, the SCCSIG performed over 200 ergonomic evaluations. That's roughly 7.5+ per school district.

Average cost of an ergonomic workers compensation claim? \$58,000*

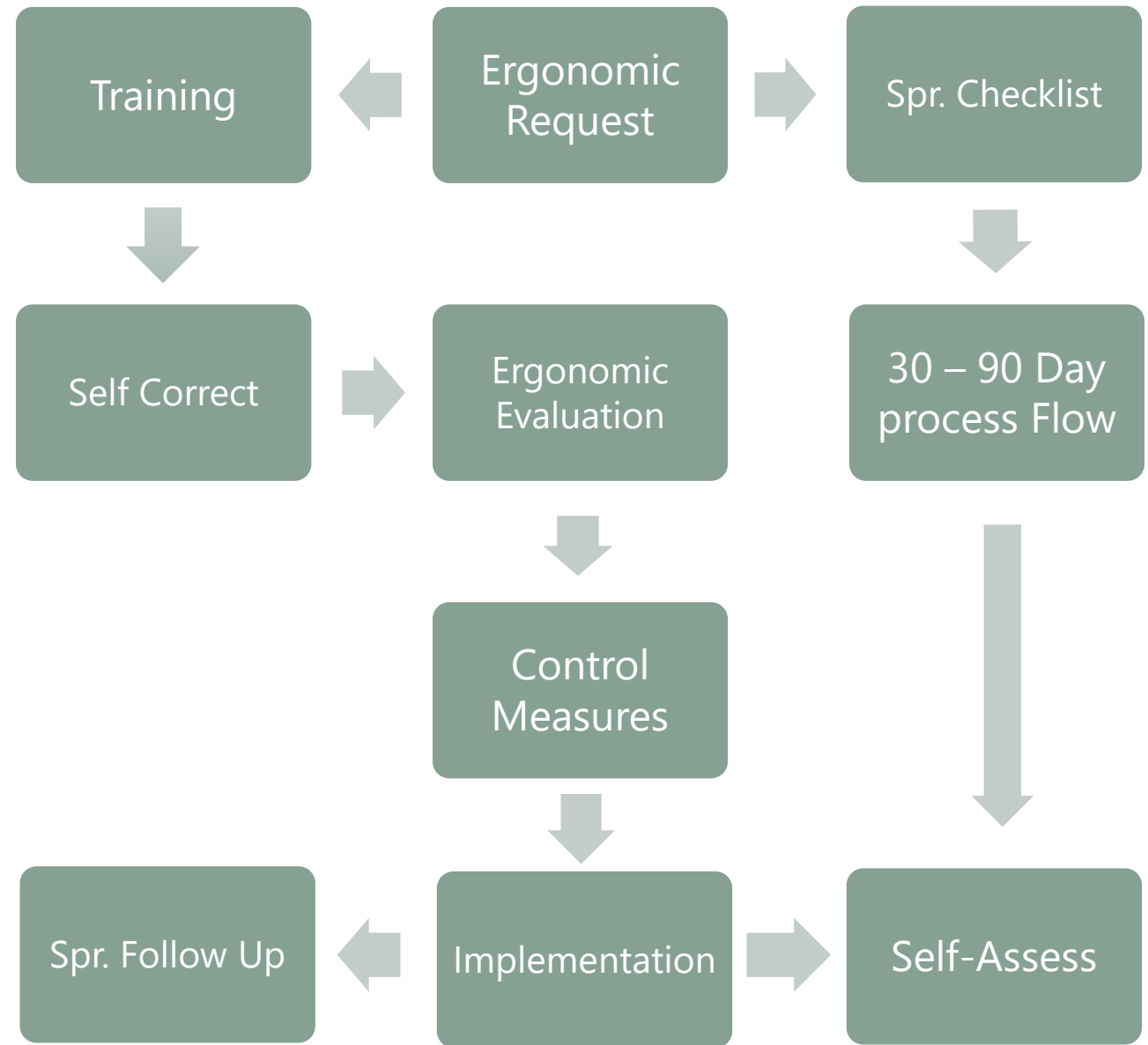
*Information taken from the <https://www.wcirb.com/>



TAKES
TEAMWORK



ERGONOMIC PROCESS FLOW



Ergonomic Request

REQUESTING THE EVALUATION

EE communicates discomfort to supervisor

- Supervisor reviews ergonomic setup checklist with employee.
- Supervisor and Employee modify workstation accordingly.
- If the EE continues to experience discomfort...

Training

Training

REQUESTING THE EVALUATION

EE continues to communicate discomfort to supervisor after checklist was reviewed.

- The supervisor should reach out to their local Keenan Safe Schools Administrator to assign their employee online ergonomic training (15-Minutes).
- Post training, the employee modifies their workstation accordingly to use neutral postures.
- If the EE continues to experience discomfort...

Ergonomic
Evaluation

Ergonomic Evaluation

REQUESTING THE EVALUATION

EE continues to communicate discomfort to supervisor after training is completed.

The supervisor should visit the SCCSIG website to request an ergonomic evaluation (Part A).

Immediately following the submittal of form "Part A", the employee will receive an autogenerated email requesting them to complete their "self-assessment".

Note: Scheduling will not commence until both Part A & B are received by the SCCSIG.

Next steps...

Control Measures

Control Measures

REQUESTING THE EVALUATION

What next...the ergonomist.

A 60-minute appointment (virtual or live) is scheduled with the employee via the ergonomist. Workstation, equipment, and neutral postures are reviewed with the employee. Modifications are made to the workstation. Ergonomic coaching is administered, and equipment recommendations are noted.

A detailed report is completed and sent to the district POC for ergonomic evaluations for processing. Implementation of suggested recommendations in the report is next. Consult with your ergonomist should you have questions or concerns.

Implementation

Implementation

REQUESTING THE EVALUATION

Recommendations

The ergonomist may provide recommendations in the report. These recommendations may include modifying the workstation or providing the employee with the correct equipment they need.

A detailed report is completed and sent to the district POC for ergonomic evaluations for processing. Implementation of suggested recommendations in the report is next. Consult with your ergonomist should you have questions or concerns.

Spr. Follow Up

Disclaimer: Unless otherwise determined, the employer is responsible for all purchases online or from a vendor based on the links provided. You may select other vendors or products, but results are likely to vary as we have specifically prescribed these based on our findings. Santa Clara County Schools Insurance Group has no financial relationship with the vendors listed, nor can we guarantee results with all products selected. Please contact the SCCSIG directly before ordering if you need further product clarification. Optional products may be suggested but not required and may be helpful to employees' conditions. Hyperlinks to vendors and products are provided for more details and ordering convenience.

Spr. Follow Up

REQUESTING THE EVALUATION

The employee should perform routine self-assessments.

Self-Assess

It is strongly recommended the supervisor routinely follow up with their employee to assess progress or repeat the process.

Additional ergonomic evaluations may be requested once the process flow has been used.

EQUIPMENT ONLY REQUESTS

Ergonomic equipment only requests should be noted accordingly at the time of the request. You will receive an "Ergonomic Equipment Report".

We do not process general requests for furniture or "wish list" ergonomic equipment.

We do not purchase ergonomic equipment for the districts; however, the district may be reimbursed for ergonomic related purchases using SCCSIG Safety Credits.

Use the Ergonomic Buyer's Guide for the procurement of ergonomic equipment.



We are truly grateful for our partnerships with our members, thank you for helping us help you!

QUESTIONS

HANDOUTS

- Supervisors Ergonomic Checklist
- Supervisors Quick Fix Guide
- Supervisors Ergonomic Procedure Review
- 10 Successful Strategies for Supervisors
- 5 Steps to Setting up the Workstation
- 2022 Ergonomic Equipment Buyers Guide
- Bay Area Ergonomic Vendors
- Ergonomic Stretching
- Standing Ergonomics Checklist

