

## **PROCEDURE FOR ERGONOMIC REVIEW**

Ergonomics can be defined as **fitting the job to the employee**. All employees are not the same size, and everyone has limits. Ergonomics aims to design workstations, work processes, equipment, and tools to fit you. As an employee, it is important that you know how to adjust your office workstation to suit you.

Laurentian University values the role of its employees and strives to provide them with resources which will allow them to develop and implement their own ergonomic program. The University seeks to create an ergonomically-informed workforce and to promote a culture wherein employees are encouraged to make reasonable improvements at their work sites.

The purpose of the Laurentian University Ergonomics Program is to protect faculty and staff from injuries caused by risk factors that may lead to musculoskeletal injury. This program includes providing printed information and videos on ergonomics, education sessions, and work-site assessments.

Individuals who are experiencing health problems as a result of a possible ergonomic situation should contact their immediate supervisor. It is important that Department/Unit Heads are aware and become involved in implementing ergonomic practices that will meet the needs of their individual departments.

The immediate supervisor or the individual themselves should then request from Human Resources (Occupational Health and Safety) ergonomic literature and/or videos which can provide them with basic ergonomic principles such as proper body alignment, equipment layout, ambient lighting, proper-working techniques, etc. They can then review their own workstation and implement simple and obvious modifications which may alleviate their health problems, while maximizing their comfort and enhancing their productivity and morale at work.

If the problems persist and are not solved, then Human Resources (Occupational Health and Safety) may request a formal work site/workplace-ergonomic assessment of the individual workstation. Following the assessment, a report is normally issued identifying the major risk factors, if any, and provides modifications and recommendations aimed at minimizing these factors. Copies of the report are forwarded to the employee, their immediate supervisor, and to the Manager, Occupational Health and Safety.

The employee should review the report, and discuss the recommendations with their immediate supervisor and, if required, with Human Resources (Occupational Health and Safety).

If the purchase of new equipment is required, it should be referred to Ray Coutu, Manager of Purchasing, Insurance and Risk-Management Services, who will provide assistance in obtaining the best value. Please note that the cost of any new equipment has to be authorised by the employee's Director/Unit Head, and the cost has to be borne by the employee's department.

Any employee wishing more information on office ergonomics may contact John Benoit, Manager, Occupational Health and Safety, at extension 3016, or by email at [jbenoit@laurentian.ca](mailto:jbenoit@laurentian.ca).