

H. R. LABOUNTY SAFETY AWARDS PROGRAM NOMINATION FORM



Agency: Cucamonga Valley Water District

Employee Nominated:

Name: Robbie Victorino, Jason Cary

Job Classification: Safety Analyst

Reason for Nomination:

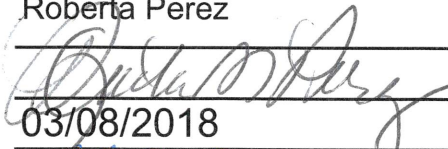
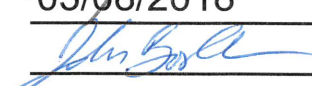
Ergonomic Evaluation Program

The District took advantage of the Back School' Certified Ergonomic Assessment I (CEAS-I) training offered by the ACWA/JPIA. Robbie Victorino, Safety Analyst, and Jason Cary, Help Desk Specialist, are two of four staff certified with CEAS-I. Robbie and Jason have since provided 30 ergonomic assessments. The assessments are conducted and documented using a form inserting photos of the process as they conduct their assessments. It involves redesigning and rearranging workspaces so that employees work efficiently and safely.

Employees who have had Ergonomic assessments appreciate the process and recommendations provided and have either reduced or eliminated their initial concern. They have purchased a variety of ergonomic tools to keep in their "Ergonomic Assessment Toolbox". When recommended, these tools are loaned to employees for two weeks and a follow up assessment is conducted to determine if it is the right fit. Some of the tools kept in stock are several styles of ergo keyboard/mouse, adjustable monitor mounts, sit-to-stand desk tops, foot rests and document holders.

**This nomination addresses risk reduction "best practices" in the JPIA's
Commitment to Excellence Program.
(Check all that apply.)**

- | | |
|-------------------------------------|--------------------|
| <input type="checkbox"/> | Vehicle Operations |
| <input type="checkbox"/> | Construction |
| <input checked="" type="checkbox"/> | Ergonomics/Falls |
| <input type="checkbox"/> | Infrastructure |
| <input type="checkbox"/> | Other |

Nominated by: Roberta Perez
Signature: 
Date: 03/08/2018
General Manager: 
Date: 03/08/2018

Please email this form with supporting documents and digital photos to
tlofing@acwajpia.com or mail to: ACWA JPIA, P.O. Box 619082, Roseville, CA 95661-9082.



CVWD Ergonomic Evaluation Report

Name: Angelo Orioli	Date: 11/29/2017
Job title: Customer Service Supervisor	Location: Angelo's office
Supervisor: Bobby Kalarsarinis	Evaluated by: Jason Cary, Robbie Victorino
Primary job activities:	

Follow-up Evaluation scheduled for: 12/20/2017

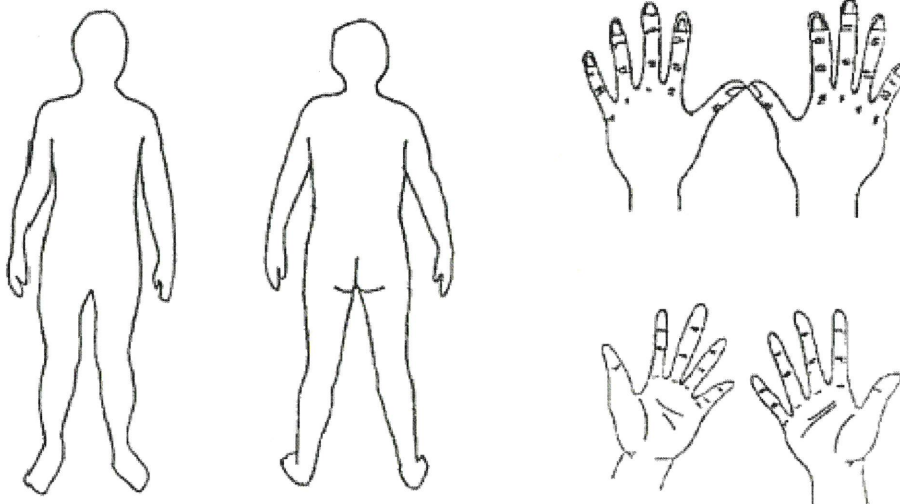
Current concerns:

Angelo's duties require him to have visibility into many systems. He uses 3 monitors to view his Department's activities and Angelo is concerned for his long-term health from having to move his head and neck many times a day to view across all screens. Two are side by side and the third screen is located on the far side of his desk. The arrangement exists this way due to space constraints on his desk surface. Angelo meets with employees and would benefit from the ability to turn a screen around and work together with the employee.

Angelo is concerned about privacy. The way his monitors currently face makes them visible from the hallway behind him. Also, Angelo cannot see people entering or passing his office as he faces opposite of his doorway.

Note: Angelo is right-handed.

Please mark the area(s) with an X where discomfort was experienced within the last month.





CVWD Ergonomic Evaluation Report

CHAIR (Sitting fully back into the chair)

Parameter	Description	YES	NO	ACTION
Seat height	Adjusted so feet are flat on floor or footrest with knees bent at right angles and thighs horizontal to floor.		X	Angelo rests his feet on the casters of his chair.
Back rest adjusted	Lumbar support of chair is at correct height to support the lumbar curve.	X		
Seat pan depth	There is about 2-4 finger widths between front edge of the seat and back of the knees.	X		
Tilt	Seat is tilted so that hips and tops of thighs are at right angles or slightly greater.	X		
Armrest position	Armrests are out of the way while typing but provide support when needed during other activities.		X	Armrests were too high.
Casters	Wheels roll freely and are not broken. Plastic wheels are for carpet while rubber ones are for all other surfaces.	X		Casters rolled freely and there is a hard plastic sheet underneath.

KEYBOARD AND MOUSE (should be at the same height)

Parameter	Description	YES	NO	ACTION
Keyboard/mouse height	Elbows are at 90 to 110 degrees and forearms and hands form straight lines to the keyboard.		X	Angelo's chair was at maximum height but was still too low for his desk surface.
Mouse height	Mouse is adjusted so it is close to and on the same level as the keyboard.	X		
Keyboard to user distance	Distance allows user to relax shoulders with elbows hanging close to body.	X		
Mouse to user distance	Mouse is directly next to the keyboard and at the same height so arm is not outstretched while mousing.	X		
Hand posture on mouse	Base of the hand rests on the mouse or the bulk of weight is on the butt of the palm. Use mouse pad if needed.	X		
Speed of the mouse/cursor	Mouse is configured to match individual needs.	X		
Keyboard tray and mouse stage	Adjusted to allow neutral posture and minimal reaching and ease of use.	-	-	No keyboard tray is present.



CVWD Ergonomic Evaluation Report

MONITOR

Parameter	Description	YES	NO	ACTION
Monitor height	Top of screen is at or slightly lower than eye level so that users' head is straight. With bi-focal/graduated lenses, height is set to allow straight head and relaxed neck positioning.		X	Angelo's monitors were adjusted a little too high for his seating position.
Screen to user distance	Viewing distance is generally 18 – 33". Depending on vision, user is not jutting chin or pushing head forward or squinting to see clearly.	X		
Monitor alignment	Monitor and keyboard are directly in front of user.		X	A major problem for Angelo. His monitors were located across his desk and pose a hazard to view using small muscle movements.
Visual comfort of screen	Monitor is positioned to avoid glare. Usually perpendicular to bright sources or outdoor blinds. Screen(s) are clean.	X		
Brightness and contrast controls	Brightness and contrast have been adjusted to make viewing easier.	X		

WORK ENVIRONMENT AND WORK SURFACE

Parameter	Description	YES	NO	ACTION
Leg clearance at workstation	There is 2" side clearance for hips, depth allows foot and knee clearance, height is adequate.	X		
Placement of frequently used items	Frequently used items are within easy reach.		X	Angelo's phone was out of his power zone.
Document placement	Document holder is present or there is space to place documents properly.		X	Angelo works with a lot of paperwork and should have a document holder, but there was none present.
General lighting	Lighting is not too bright or dim, glare and reflections are minimal and work materials are easy to read.	X		

WORK PRACTICES

Parameter	Description	YES	NO	ACTION
Frequency of breaks	Micro-break every 30 min. of keyboarding. Get out of chair at least once per hour (ergo stretches!)	X		Angelo is frequently up from his desk.
Alternating tasks	Long periods of continuous use are broken up by alternating tasks.	X		



CVWD Ergonomic Evaluation Report

Keyboarding/ mousing posture	Wrists are straight, not supported on any surface while typing. Rest occasionally when not typing on sides of hands.	X		
Sitting posture	Upright or slightly reclined and maintaining a slight curve in lower back.	X		
Phoning posture	Avoid tilting head/neck to cradle the phone. Uses headset if necessary. Position phone set on opposite side of writing hand.	X		Angelo uses a wireless headset.
Reach posture	Stand to get items from overhead shelves. Avoid repetitive reaching over shoulder level.		X	

NOTES:

1. Ergonomic risk factors were discussed and the employee is aware of potential ergonomic risk factors and how to prevent musculoskeletal injury and how to work in a safe and healthy manner.
2. Employee has adequate ergonomic equipment in working condition and is aware of how to make ergonomic adjustments to the equipment, as necessary, to achieve and maintain appropriate ergonomic positioning while working.

Observations, Recommendations and Equipment issued (see Ergo inventory sheet):

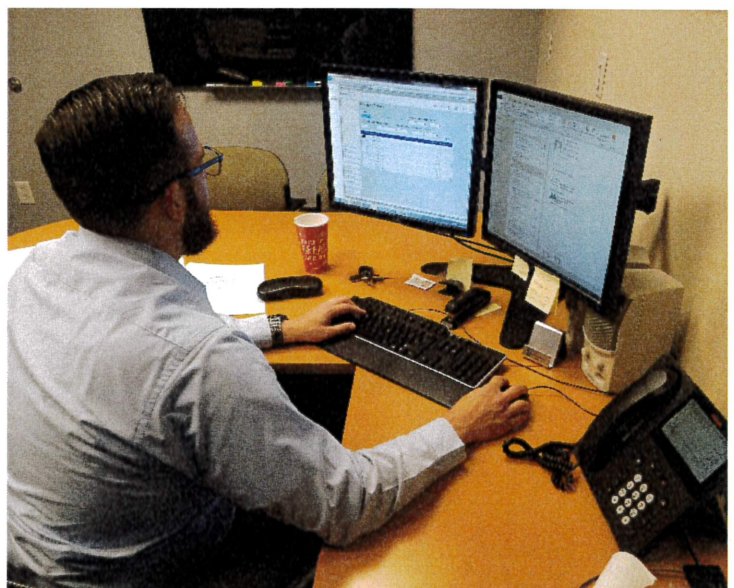
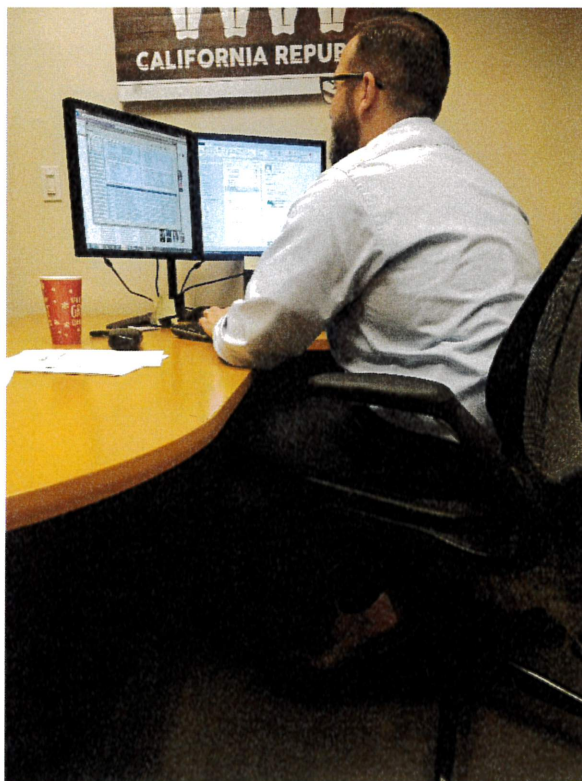
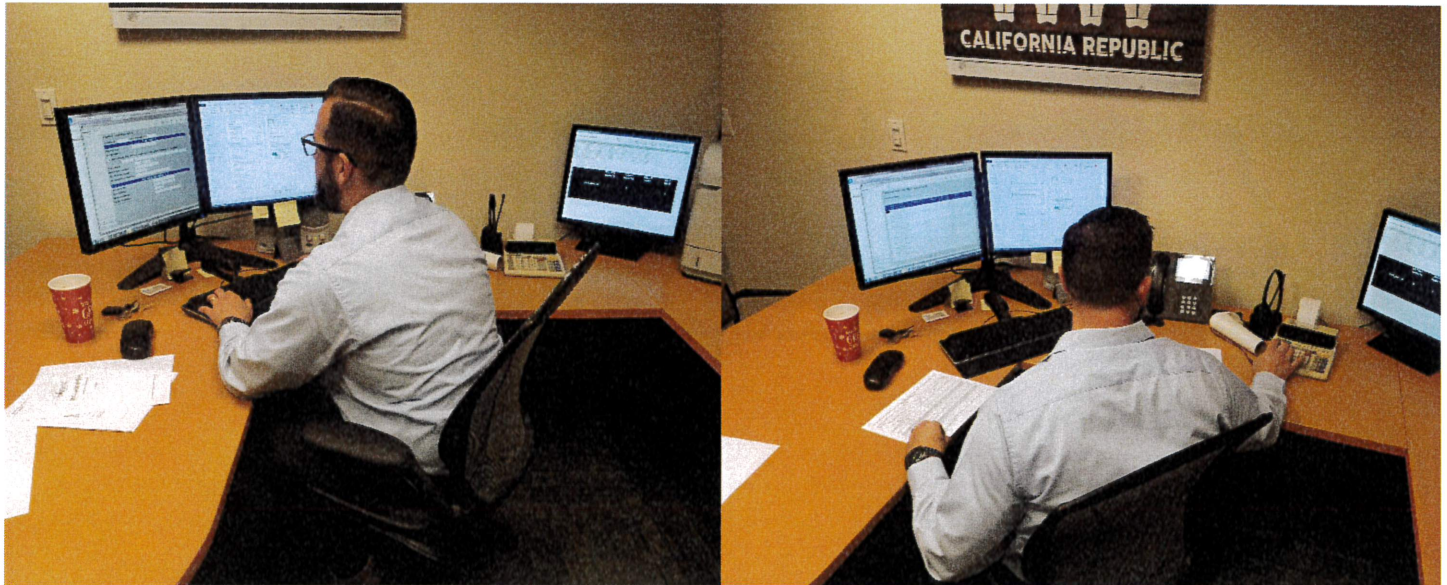
OBSERVATIONS: Monitor setup is not optimal, footrest is needed to support legs, monitors should be within eyesight and not require stretching the head and neck to view, chair's armrests were too high, chair was too low even at maximum height, monitors were too high, desk phone and calculator out of power zone, no document holder present but one is needed.

RECOMMENDATIONS: Install monitor arm to accommodate all 3 screens (monitor arm should allow the leftmost screen to swing out so Angelo can use it to work with his employees,) install a new office chair – one that elevates to a proper height for Angelo's desk, install footrest and adjust, move phone and desktop calculator to within power zone, install document holder in power zone, install ergo-friendly wireless keyboard and mouse to clean up the desk surface and make available for document holder.

SUPPLIES USED / EQUIPMENT ISSUED: Ergotron 3-monitor mount and arm, Logitech wireless wave keyboard and mouse combo, Kensington SmartFit footrest, Sparco 38951 document holder, 10 foot power and VGA cables.

CVWD Ergonomic Evaluation Report

Workstation setup before Assessment (photos):





CVWD Ergonomic Evaluation Report

Workstation setup after Assessment (photos):



CVWD Ergonomic Evaluation Report

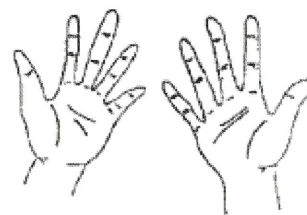
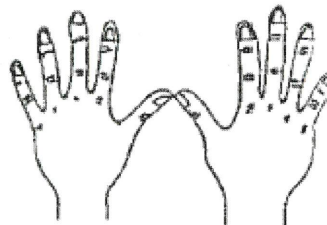
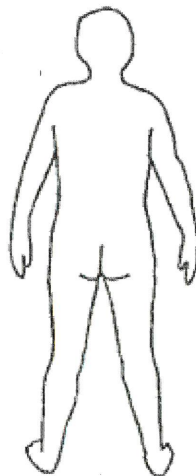
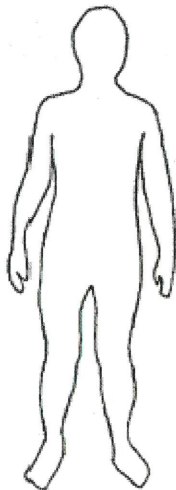
2-3 Week Follow-up after recommendations (photos):

What works?

What doesn't work?

Current concerns since your Ergonomic Evaluation:

Please mark the area(s) with an X where discomfort was experienced within the last month.



Next steps:

Re-evaluation/assessment (30-days / 60-days / 90-days):



Ergonomic Assessment Supplies Inventory

CVWD Ergo Specialists: Robbie Victorino, Rossana Ammari, Ken Cole, Jason Cary

Date Acquired	Quantity	Description (Make and Model)	Model No.	Notes	Date Removed
	1	Logitech wireless Wave keyboard & mouse combo	MK550		
	1	Microsoft wired ergo keyboard	4000		
	1	Delux vertical ergonomic mouse	M618		
	1	Anker vertical ergonomic mouse	98ANWVM-UBA		
	1	Logitech wireless mouse	M510		
	1	Kensington wrist rest	K55787US		
	1	Kensington SoleSaver	K56152US	Footstool	
	1	Ivation Massage	IVAAFWR-5	Footstool	
	2	3M monitor base, adjustable			
	1	Document holder, 11" high x 18" wide, with base	VUR18	Monitor base included	
	1	Vu-Ryte MemoScape document holder, 8½"x11"	VUR2050	Desktop-mounted	
	1	Vu-Ryte MemoScape document holder, 8½"x11"	VUR2060	Desktop-mounted	
	1	Sparco letter/legal document holder, flat	38950	Desktop-mounted	
	1	Sparco letter/legal document holder, curved & adjustable	38951	Desktop-mounted	
	1	3M mounted document holder, 8½"x11"	DH445	Monitor-mounted	
	1	3M mounted document holder, hanging	DH240MB	Monitor-mounted	
	5	Sit-to-stand desk		Desktop, dual level	
	1	Sit-to-stand desk, VariDesk Pro Plus 36	49900	Desktop, dual level	
	1	Sit-to-stand desk, Ergotron		Desktop, dual level	
		6" Velcro strips, black	6476		
		9" Velcro strips, black	6483		