



# H.R. LaBounty Safety Awards Nomination Form

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## Nomination Deadlines:

**Fall Awards: September 30, 2018**

**Spring Awards: February 28, 2019**

**Agency:** Merced Irrigation District

**Project/Initiative Title:** Safety Incentive Program - Based on "Leading Indicators"

## Employee/Department/Committee Nominated:

**Name(s):** Eric Couture

**Job Title/Department:** Risk Management Officer - Safety & HR Administration

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## Nomination Summary

*Write a brief summary of your project/initiative. Clearly state the problem/hazard recognized by the nominee and the specific reasons that they initiated corrective action.*

Our past safety incentive program rewarded employees for not having any recordable injuries. If an injury occurred in the work group, then the safety incentive was not rewarded to the group or the individual that incurred the injury. The only participation required by the employee was not getting injured and/or



reporting an injury. This type of incentive program was based on "Lagging Indicators" and did not promote proactive safety behavior to reduce incident rates. The incentive program could have been perceived as discouraging to those wanting to report an injury, but who would also be afraid of losing their safety incentive, regardless if they were not at fault for the injury. This type of program was not a positive way for promoting safety in the workplace.

*Describe the specific actions taken to resolve the problem(s) or challenge(s). Share the best practices that made this initiative successful for the agency and its impact.*

The old safety incentive program was discontinued as of 2017. The new 2018 safety incentive program is based on "Leading Indicators" which would incorporate the participation of all employees to take part in various safety related tasks and training. Even if an employee was injured on the job, they still have an opportunity to earn their safety incentive. The new safety incentive program requires participation from employees by performing Job Safety Task Analysis (JSTA's); Jobsite Safety Audits; completion of all monthly safety trainings; worksation ergonomic evaluations; facility inspections; and accountability for the group team members to complete tasks as a whole for an additional safety incentive. We have also incorporated the JPIA LaBounty Safety Award into our safety incentive program for work groups to be able to use the hierarchy of controls in order to earn a safety luncheon based on the recognition of their achievements by the award.

*State whether the hazard was reduced with engineering controls, introduced a new administrative or work procedure, or relied on personal protective equipment to solve the problem.*

The new safety incentive program would be considered a change in Administrative controls, promoting "Leading Indicators" through the incentive program. This will allow employees to participate in a more active role in developing a positive safety culture.

*Describe any extraordinary circumstances that made this nominee's safety accomplishments significant. Describe whether the nominee influenced safety in the workplace, encouraged employee participation in safety efforts, obtained organizational "buy in" to implement the solution.*

The new safety incentive program encourages and rewards participation in safety awareness and safety related activities that involve the entire workforce. This program will not discourage injury reporting or violate any OSHA regulations. Employees are becoming more aware of their work environment and are reporting on potential hazards for correction to reduce potential injuries or property loss.

*Describe whether the project/initiative addressed a hazard or exposure included in the JPIA Commitment to Excellence Program.*

*This initiative will address numerous hazards throughout its implementation by many different employees.*

Office/Field Ergonomics

Vehicle Operations

Slip/trip/falls – falls from heights

Other: Hazard Recognition



*List and attach any supporting materials that you feel are important for the reviewers to gain a complete picture of the nomination. Digital photos, supporting documentation, sample forms, etc.*

See Attached: MID-2018 Safety Incentive Program

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**Nominated by:** Victor Moreno - Director of Human Resources

**Signature:** Vic Moreno  
(Type Name)

Date:09/25/2018

**General Manager:** John Sweigard  
(Type Name)

Date:09/25/2018

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Please email this form with supporting documents and digital photos to [tlofing@acwajpia.com](mailto:tlofing@acwajpia.com).



## 2018 MID Safety Incentive Program - Summary

### MID SAFETY INCENTIVE – WORK GROUPS DEFINED

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**Office Work Groups:** 1) Finance; 2) CSR; 3) Admin & IT/HR; 4) Electric Engineering; 5) Water Engineering

**Field Work Groups:** 1) Irrigation Ops; 2) Water Maintenance; 3) Fleet; 4) Electric Services; 5) Hydro; 6) Parks

### OFFICE EMPLOYEE INCENTIVES

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#### Office – “Individual” - Incentive Tasks: Office Employees (\$100 - Gift Card per Employee)

- Quarterly work area inspection by quadrants. A team of (1) Supervisor and (2) employees per quarterly inspection. **(1 –point)**
- Each employee completes (9) safety trainings for year 2018: **(1 –point)**

#### **Example Trainings:**

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| • Emergency Action Plan           | • Slips, Trips, and Falls        |
| • Fire Prevention Awareness       | • Bloodborne Pathogens           |
| • Fire Extinguisher Safety        | • Hazard Recognition Inspections |
| • Office Electrical Hazard Safety | • Ergonomics                     |
| • Hazard Communication            | • Workplace Anti-Violence        |
| • Personal Protective Equipment   | • Defensive Driving              |

#### Office – “Group” - Incentive Tasks: (5) Office Work Groups (\$100 – Gift Card per Employee)

- All department groups who have had all employees complete all monthly safety trainings. **(1 –point)**
- Department group completes (9) ergonomic assessments in their department for year 2018. **(1 –point)**
- Work group reports at least one safe act or a near-miss in a calendar year by formally submitting a comment via email to the Risk Management Officer by the department Supervisor. **(1 –point)**

#### Office – Incentive Totals:

- Office – “Individual” – Incentive Points & Reward: **2 points** earned for the year = **\$100**
- Office – “Group” - Incentive Points & Rewards: **3 points** earned for the year = **\$100**
- Office – “Total” – Incentive Points & Rewards: **5 points** earned for the year = **\$200**

### FIELD EMPLOYEE INCENTIVES

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#### Field – “Individual” - Incentive Tasks: Field Employees (\$100 - Gift Card per Employee)

- Each field employee performs a jobsite safety audit inspection (identifying any hazards) per calendar year. **(1 –point)**
- Each field employee completes (9) safety trainings for year 2018: **(1 –point)**

#### **Example Trainings:**

- |                              |                                  |
|------------------------------|----------------------------------|
| • Emergency Action Plan      | • Slips, Trips, and Falls        |
| • Fire Prevention Awareness  | • Bloodborne Pathogens           |
| • Fire Extinguisher Safety   | • Hazard Recognition Inspections |
| • Lock Out Tag Out Awareness | • Industrial Ergonomics          |
| • Hazard Communication       | • Workplace Anti-Violence        |
| • Confined Space Awareness   | • Excavation Awareness           |
| • Defensive Driving          | • Job Briefings/JHA              |



**Field – “Group” - Incentive Tasks: (6) Field Work Groups (\$100 - Gift Card per Employee)**

- All department groups who have had all employees complete all monthly safety trainings. **(1 –point)**
- All department groups have helped develop (9) Job Safety Task Analysis (JSTA) on an assigned specific job task within their department for year 2018. One JSTA per group per month. **(1 –point)**
- Work group reports at least one safe act or a near-miss in a calendar year by formally submitting a comment via email to the Risk Management Officer by the department Supervisor. **(1 –point)**

**Field – Incentive Totals:**

- Field – “**Individual**” – Incentive Points & Reward: **2** points earned for the year = **\$100**
- Field – “**Group**” - Incentive Points & Rewards: **3** points earned for the year = **\$100**
- Field – “**Total**” – Incentive Points & Rewards: **5** points earned for the year = **\$200**

**WORK GROUP – “SAFETY BONUS LUNCHEONS”**

**A) ACWA/JPIA – “H.R. LaBounty Safety Award” (Biannual):**

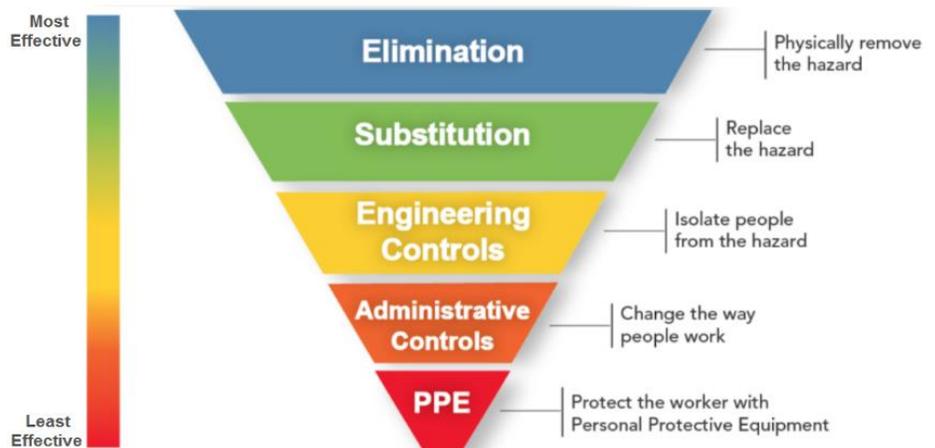
The H.R. LaBounty Safety Award Program was designed for the Joint Powers Insurance Association (JPIA) members as a way to promote safe workplace behavior and operations practices and reward those employees who demonstrate safe behavior, take part in recognizable proactive activities, or participate in risk-reducing actions. It gives JPIA members a way to foster a safety culture that reduces the potential for losses. See attached flyer for program details and rules.

- Work group submits a “LaBounty Safety Nomination-JPIA” to Risk Management Officer who will submit entry to ACWA/JPIA for their work group. There will be two award opportunities per calendar year; spring and fall. If a work group submits at least one nomination per year and is recognized by ACWA/JPIA for an award, that work group will be awarded a safety luncheon by choice of the work group. Each work group has the opportunity to receive two awards in the year that can result in two safety luncheons per year for that work group. Monetary awards from ACWA/JPIA will be applied towards the group safety luncheon.
- **Entry Deadlines:** Fall Conference – September 30, 2018  
Spring Conference – March 1, 2019

**B) MID Department Group – “Hierarchy of Hazard Controls Award” (Annual):**

This award is based on the Hierarchy of Hazard Controls. Hierarchy of hazard controls is a system used in the industry to minimize or eliminate exposure to hazards. Work groups are encouraged to submit one entry per year to the Risk Management Officer via email that addresses a safety issue and creates a solution based on promoting the “most effective” result on the scale of the Hierarchy of Hazard Controls. The department group with the “most effective” solution to a hazard will be awarded a safety luncheon of their choice. The hazard controls in the hierarchy are, in order of decreasing effectiveness (see Appendix-A for examples under “Hierarchy of Hazard Controls”):

- Elimination
- Substitution
- Engineering controls
- Administrative controls
- Personal protective equipment (PPE)





**Incentive Programs: OSHA Final Rule - Section 1904.35(b)(1)(iv)**

Section 1904.35(b)(1)(iv) does not prohibit safety incentive programs. Rather, it prohibits taking adverse action against employees simply because they report work-related injuries or illness. Withholding a benefit—such as a cash prize drawing or other substantial award—simply because of a reported injury or illness would likely violate section 1904.35(b)(1)(iv) regardless of whether such an adverse action is taken pursuant to an incentive program. Penalizing an employee simply because the employee reported a work-related injury or illness without regard to the circumstances surrounding the injury or illness is not objectively reasonable and therefore not a legitimate business reason for taking adverse action against the employee.

Incentive programs that discourage employees from reporting their injuries are problematic because, under section 11(c) of the OSH Act, 29 U.S.C. § 660(c), an employer may not "in any manner discriminate" against an employee because the employee exercises a protected right, such as the right to report an injury. If an employee of a firm with a safety incentive program reports an injury, the employee, or the employee's entire work group, will be disqualified from receiving the incentive, which could be considered unlawful discrimination. One important factor to consider is whether the incentive involved is of sufficient magnitude that failure to receive it "might have dissuaded reasonable workers from" reporting injuries.

**Goal: Create a Safety Incentive Program based on “Leading Indicators” not by “Lagging Indicators”.**

**Leading Indicators** are proactive and consist of initiatives or activities that aim to prevent adverse actions before they happen. Examples of leading indicators include, but are not limited to, training employees; hazard and near-miss reporting; job hazard assessments; job-site audits; housekeeping inspections; safety meeting attendance; safety behavior recognition.

1. Classify the MID workforce into two “**work**” groups based on **Office** employees and **Field** employees
2. Identify “**department**” groups from each work group (i.e.; Water Ops, Parks, Hydro, Castle, Admin, Etc.)
3. Employ the members from each group to help facilitate and manage their departments safety program
4. Categories are to help achieve a balanced employee safety incentive program based on “Leading Indicators”:

**Category 1: Safe Work**

Examples - participation in a department group safety meeting, supervision-recognized safe act, asking for help (team lift, spotter, etc.), recognized for properly wearing personal protective equipment.

**Category 2: Proactive Safety**

Examples - reporting a near miss, reporting unsafe conditions, participating in a safety audit, performing a job safety task analysis, good housekeeping, and completing safety training.

**Category 3: Safety Leadership**

Examples - leading a department safety meeting, participating in an incident root cause investigation, recognizing a peer for a safe act, stopping work to recognize and mitigate a safety hazard, assigned department employee’s safety roles (inspecting housekeeping, inspecting first aid kits, eye wash stations, fire extinguishers, etc.)

**Category 4: Safety Engagement**

Examples - on-the-spot safe act, above and beyond safe behavior (best practices), being a safety team player (helping with team lifts, etc.), and participate as a safety committee member at least once annually, participate in a site safety walk at another department.



## MID SAFETY INCENTIVE – WORK GROUPS DEFINED

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**Office Work Groups:** 1) Finance; 2) CSR; 3) Admin & IT/HR; 4) Electric Engineering; 5) Water Engineering

**Field Work Groups:** 1) Irrigation Ops; 2) Water Maintenance; 3) Fleet; 4) Electric Services; 5) Hydro; 6) Parks

## OFFICE EMPLOYEE INCENTIVES

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### Office – “Individual” - Incentive Tasks: Office Employees (\$100 - Gift Card per Employee)

- Quarterly work area inspection by quadrants. A team of (3) employees complete a quarterly inspection and submits it to the department supervisor. The department supervisor will email the Risk Manager. **(1 –point)**
- Each employee completes (9) safety trainings for year 2018: **(1 –point)**

#### Example Trainings:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| • Emergency Action Plan           | • Slips, Trips, and Falls        |
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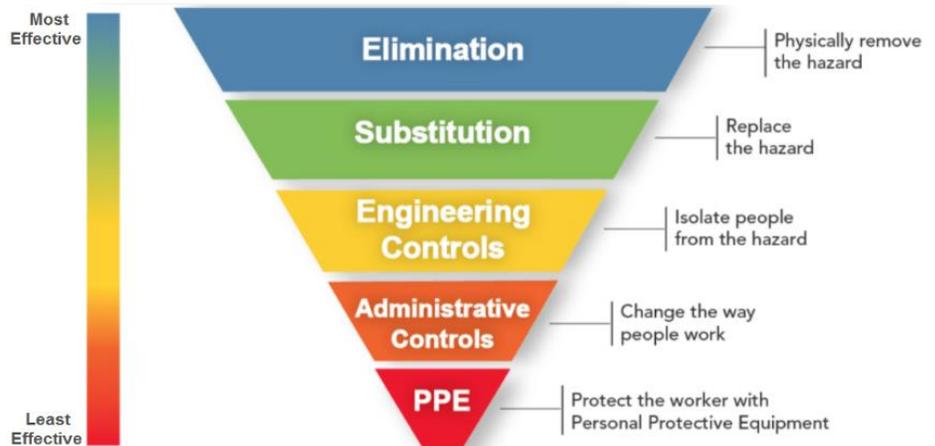
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- Elimination
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- Engineering controls
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## APPENDICES

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**Appendix A: Definitions**

**Appendix B: Quarterly Work Area Inspections - Locations by Quadrants**

**Appendix C: Office Inspection Checklist (Office Employees)**

**Appendix D: Jobsite Safety Audit (Field Employees)**

**Appendix E: Job Safety Task Analysis (JSTA) – (Field Employees)**

**Appendix F: Computer Workstation – Ergonomic Assessment (Office Employees)**



## Appendix A - Definitions

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**Awkward posture:** deviation from the ideal working posture of elbows at the side of the torso, with the wrists neutral. Awkward postures typically include reaching behind, twisting, forward or backward bending, pinching and squatting.

**Fatigue:** a condition that results when the body cannot provide enough energy for the muscles to perform a task.

**Ergonomic Assessment:** also referred to as workstation assessments, ensure that a worker's workstation is ergonomically designed to minimize the risk of injury and maximize productivity. Working posture in which your joints are naturally aligned, a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder (MSD).

**Hazard prevention and control:** eliminating or minimizing the hazards identified in the worksite analysis. It is changing the jobs, workstations, tools, or environment to fit the worker.

**Hierarchy of Hazard Controls:** is a system used in industry to minimize or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organizations. This concept is taught to managers in industry, to be promoted as standard practice in the workplace. Various illustrations are used to depict this system, most commonly a triangle. The hazard controls in the hierarchy are, in order of decreasing effectiveness:

- **Elimination:** Physically removing the hazard—is the most effective hazard control. For example, if employees must work high above the ground, the hazard can be eliminated by moving the piece they are working on to ground level to eliminate the need to work at heights.
- **Substitution:** Substitution, the second most effective hazard control, involves replacing something that produces a hazard (similar to elimination) with something that does not produce a hazard—for example, replacing lead-based paint with titanium white. To be an effective control, the new product must not produce another hazard. Because airborne dust can be hazardous, if a product can be purchased with a larger particle size, the smaller product may effectively be substituted with the larger product.
- **Engineering controls:** The third most effective means of controlling hazards is engineered controls. These do not eliminate hazards, but rather isolate people from hazards. Capital costs of engineered controls tend to be higher than less effective controls in the hierarchy, however they may reduce future costs. For example, a crew might build a work platform rather than purchase, replace, and maintain fall arrest equipment. "Enclosure and isolation" creates a physical barrier between personnel and hazards, such as using remotely controlled equipment. Fume hoods can remove airborne contaminants as a means of engineered control.
- **Administrative controls:** Administrative controls are changes to the way people work. Examples of administrative controls include procedure changes, employee training, and installation of signs and warning labels (such as those in the Workplace Hazardous Materials Information System). Administrative controls do not remove hazards, but limit or prevent people's exposure to the hazards, such as completing road construction at night when fewer people are driving.
- **Personal protective equipment:** Personal protective equipment (PPE) includes gloves, FR clothing, respirators, hard hats, safety glasses, high-visibility clothing, and safety footwear. PPE is the least effective means of controlling hazards because of the high potential for damage to render PPE ineffective.

**Inspections:** Workplace inspections help prevent incidents, injuries and illnesses. Through a critical examination of the workplace, inspections help to identify and record hazards for corrective action. (See Appendix C – Office Inspections)

**Job Safety Task Analysis (JSTA):** A job safety task analysis (JSTA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. In a JSTA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job. (See Appendix E – JSTA Form)



## Appendix A – Definitions (Continued)

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**Jobsite Safety Audit:** Audits of work sites are conducted for the purpose of health, safety, and fire hazard identification. During these surveys, assessments are made for compliance to applicable health and safety standards with the detection of unsafe hazards. (See Appendix D – Jobsite Safety Audit)

**LaBounty Safety Award:** Bi-annual ACWA/JPIA sanctioned safety award based on leading indicators such as; training employees; hazard and near-miss reporting; job hazard assessments; job-site audits; housekeeping inspections; safety meeting attendance; safety behavior recognition. For water agency members only with award recognition provided by ACWA/JPIA.

**Lagging Indicators:** refer to events that have already happened and are of historical nature. They are easy to identify and capture, but they are not reflective of current activities and they lack predictive power. In safety management, the lagging indicators measure accidents and fatalities or other events that have already taken place.

**Leading Indicators:** concentrate on preventive measures and future performance. These indicators predict the trends and therefore give an organization an idea of what is likely to happen. Therefore the leading indicators can be seen as proactive measurements which allow new adjustments based on results.

**Mechanical contact stress:** the contact of the body with a hard surface or edge that results in the compression of tissue.

**Musculoskeletal disorders (MSDs):** illnesses and injuries that affect one or more parts of the musculoskeletal system.

**Near-Miss:** a narrowly avoided collision or other accident.

**Neutral posture:** comfortable working posture that reduces the risk of musculoskeletal disorders. The joints are naturally aligned with elbows at the side of the body and wrists straight.

**Quadrants:** an area divided into sections. A building sectioned into quadrants by floor plan and the outside perimeter of a building.

**Quarterly:** Every three months.

**Repetition:** performing the same motions repeatedly. The level of risk associated with a particular task depends on the frequency of repetition, speed of the movement or action, the number of muscle groups involved, and the required force.

**Safe Act:** Examples of a “Safe Act” would be; team lifting; cleaning up a spill; closing open file cabinets and drawers; instructing safety techniques to a co-worker; reporting a safety hazard for correction; housekeeping; using proper lifting techniques; etc.

**Static loading/sustained exertions:** physical effort or posture that is held and requires muscle contraction for more than a short time. As muscles remain contracted, the blood flow to the muscles is reduced.

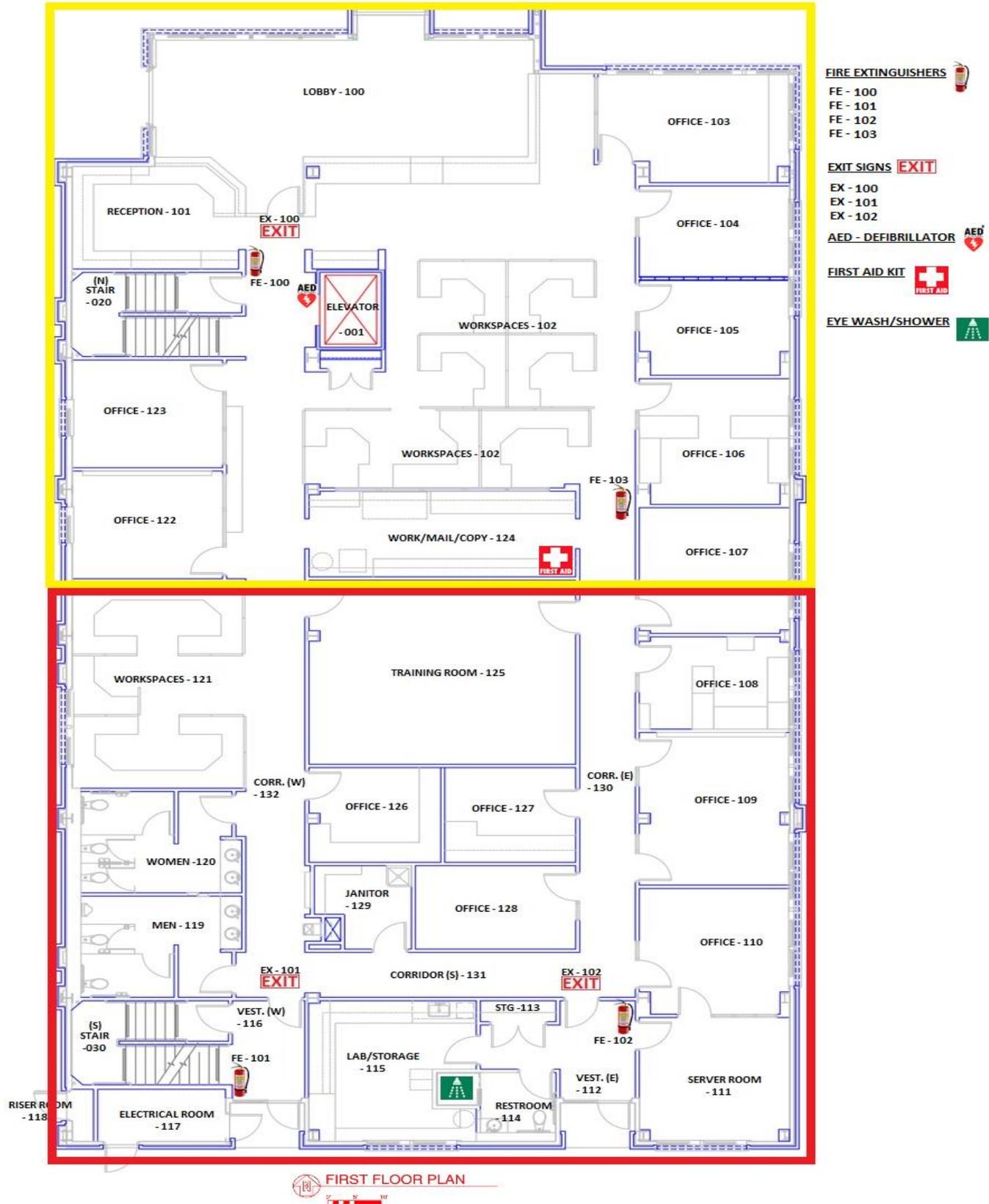
**Work Group:** The designation of “Office” and “Field” based on the type of work regularly performed by the employees in that specific group. Work groups will be sub-categorized by department groups and in some cases multiple departments will be categorized together in the same group.



## Appendix B - Quarterly Work Area Inspections - Locations by Quadrants

**Quadrant #1:** North end of the First Floor from copy room to front entrance of the building

**Quadrant #2:** South end of the First Floor from copy room to back entrance of the building

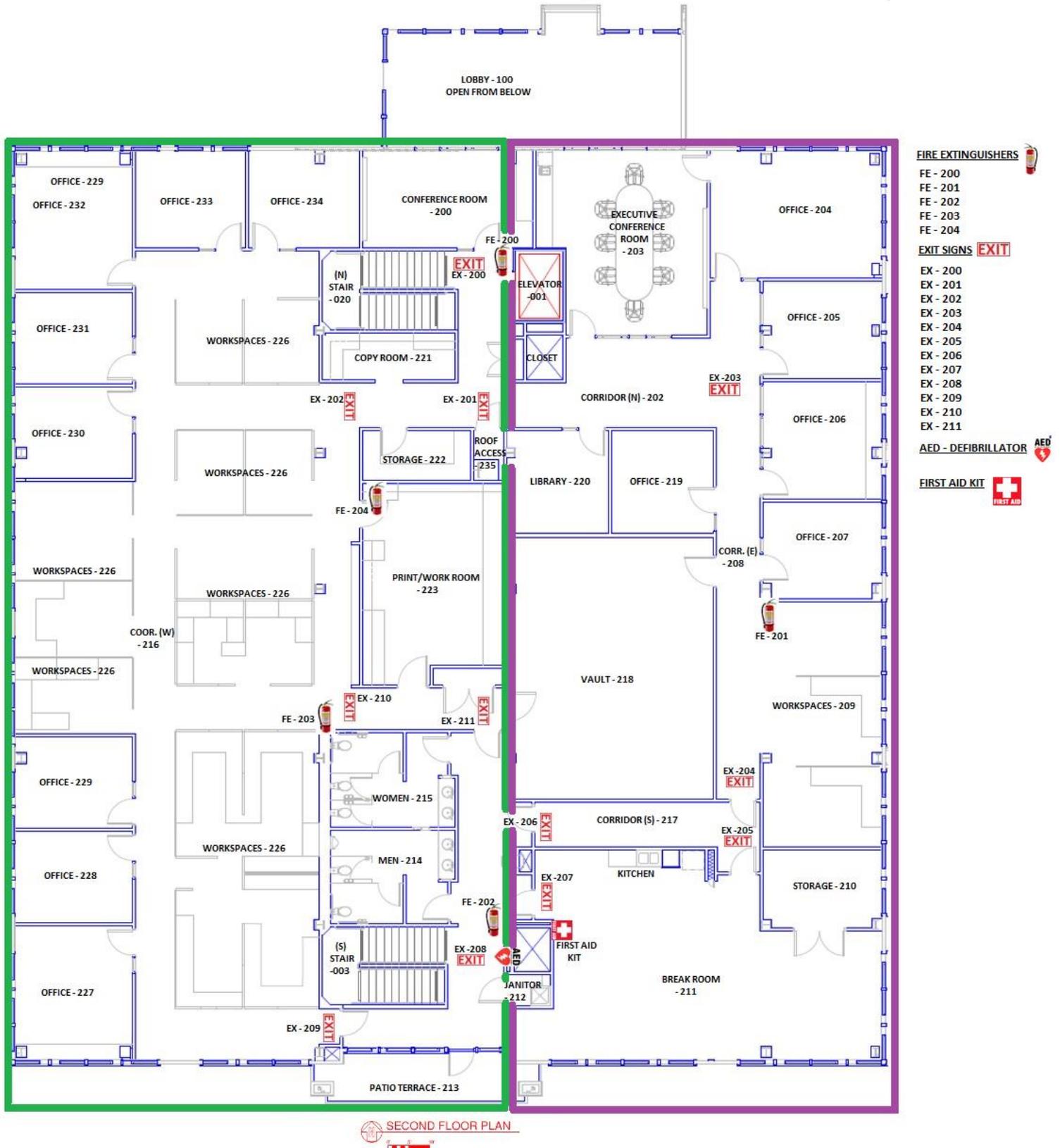




## Appendix B - Quarterly Work Area Inspections - Locations by Quadrants (Continued)

**Quadrant #3:** West wing of the Second Floor from the mapping room and restrooms westward

**Quadrant #4:** East wing of the Second Floor from the elevator, breakroom and vault eastward

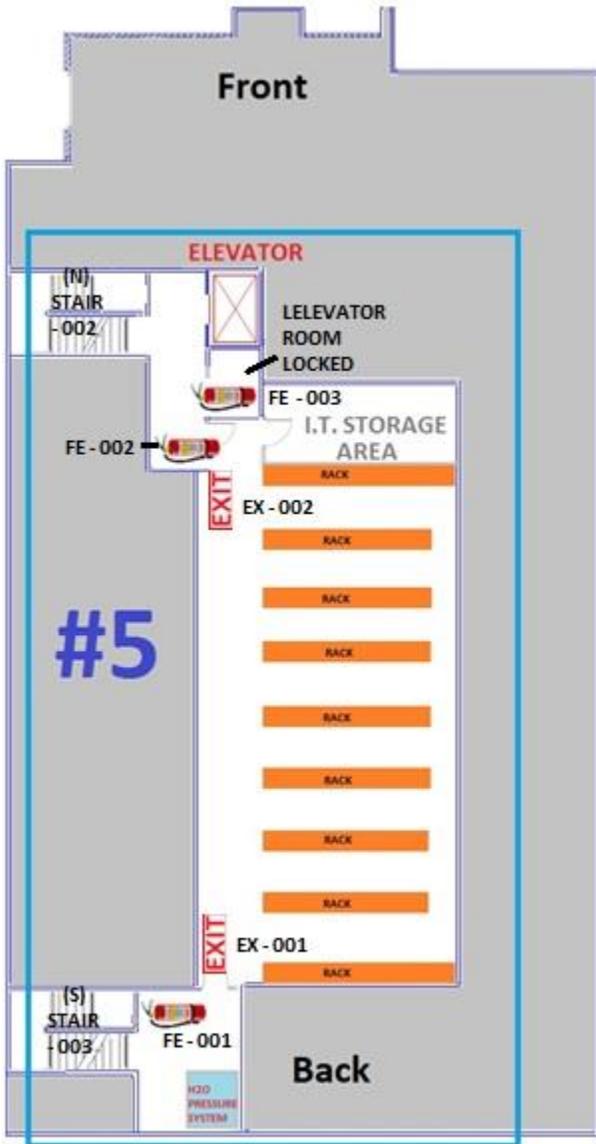




**Appendix B - Quarterly Work Area Inspections - Locations by Quadrants (Continued)**

**Quadrant #5:** From North stairwell of the basement to the South end of the basement stairwell

**Quadrant #6:** North end of the parking lot to the south end of the parking lot near 19th Street.



Quadrant # 6 will be used for departments that have people who missed an inspection or other quadrants that were unavailable and the employee needs to make-up an inspection for their individual incentive for the year. Use Correction Log.



**BASEMENT FLOOR**

**ADMIN PARKING LOT**

	Quadrant #1	Quadrant #2	Quadrant #3	Quadrant #4	Quadrant #5
January - March	Finance	Water Engineer	Electric Engineer	HR/IT/Admin	CSR
April - June	CSR	Finance	Water Engineer	Electric Engineer	HR/IT/Admin
July - September	HR/IT/Admin	CSR	Finance	Water Engineer	Electric Engineer
October - December	Electric Engineer	HR/IT/Admin	CSR	Finance	Water Engineer



## Appendix C - Office Inspection Checklist (Office Employees)

This inspection checklist is to be used in conjunction with Appendix B - Quarterly Work Area Inspections - Locations by Quadrants. After completing the inspection by your assigned quadrant, transfer failed items check to the correction log and send a copy to the Risk Management Officer for follow up and corrective action.

List Quadrant  
Number Inspected: #

### 1. Safe and Orderly Operating Conditions

Pass Fail

- |                          |                          |     |  |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1.1 | Are all areas clean and orderly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.2 | There are no tripping hazards, wet spots, grease/oils, protruding objects, miscellaneous debris? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.3 | Is unused equipment kept in a safe and orderly manner?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.4 | Are warning and hazard signs posted where they are required?                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.5 | Are exterior buildings identification numbers posted for emergency response?                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.6 | Are emergency exits correctly marked, visible, accessible, a minimum width of 48 inches?         |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.7 | Is there sufficient lighting?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.8 | Are fixed industrial stairs in good repair?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.9 | Elevator working and operational? Is the permit up to date?                                      |

Pass Fail

- |                          |                          |      |  |
|--------------------------|--------------------------|------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1.10 | Is exit sign EX-001 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.11 | Is exit sign EX-002 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.12 | Is exit sign EX-100 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.13 | Is exit sign EX-101 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.14 | Is exit sign EX-102 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.15 | Is exit sign EX-200 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.16 | Is exit sign EX-201 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.17 | Is exit sign EX-202 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.18 | Is exit sign EX-203 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.19 | Is exit sign EX-204 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.20 | Is exit sign EX-205 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.21 | Is exit sign EX-206 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.22 | Is exit sign EX-207 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.23 | Is exit sign EX-208 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.24 | Is exit sign EX-209 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.25 | Is exit sign EX-210 working and operational? |
| <input type="checkbox"/> | <input type="checkbox"/> | 1.26 | Is exit sign EX-211 working and operational? |

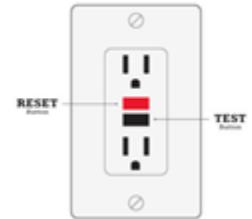
### Pass Fail 2. Fire Safety

- |                          |                          |      |   |
|--------------------------|--------------------------|------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 2.1  | Is fire extinguisher FE-001 clearly accessible; are the seals intact; is it properly mounted to wall panels; is current inspection tag securely attached, initialed and dated by parties responsible? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.2  | Is fire extinguisher FE-002 clearly accessible; are the seals intact; is it properly mounted to wall panels; is current inspection tag securely attached, initialed and dated by parties responsible? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.3  | Is fire extinguisher FE-003 clearly accessible; are the seals intact; is it properly mounted to wall panels; is current inspection tag securely attached, initialed and dated by parties responsible? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.4  | Is fire extinguisher FE-100 clearly accessible; are the seals intact; is it properly mounted to wall panels; is current inspection tag securely attached, initialed and dated by parties responsible? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.5  | Is fire extinguisher FE-101 clearly accessible; are the seals intact; is it properly mounted to wall panels; is current inspection tag securely attached, initialed and dated by parties responsible? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.6  | Is fire extinguisher FE-102 clearly accessible; are the seals intact; is it properly mounted to wall panels; is current inspection tag securely attached, initialed and dated by parties responsible? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.7  | Is fire extinguisher FE-103 clearly accessible; are the seals intact; is it properly mounted to wall panels; is current inspection tag securely attached, initialed and dated by parties responsible? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.8  | Is fire extinguisher FE-200 clearly accessible; are the seals intact; is it properly mounted to wall panels; is current inspection tag securely attached, initialed and dated by parties responsible? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.9  | Is fire extinguisher FE-201 clearly accessible; are the seals intact; is it properly mounted to wall panels; is current inspection tag securely attached, initialed and dated by parties responsible? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.10 | Is fire extinguisher FE-202 clearly accessible; are the seals intact; is it properly mounted to wall panels; is current inspection tag securely attached, initialed and dated by parties responsible? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.11 | Is fire extinguisher FE-203 clearly accessible; are the seals intact; is it properly mounted to wall panels; is current inspection tag securely attached, initialed and dated by parties responsible? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.12 | Is there an 21" minimum clearance below all fire sprinklers; are sprinklers clear of interference by stored materials (boxes and so forth) and from any paint applied to the sprinkler heads?         |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.13 | Is the presence of combustible materials minimized?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2.14 | Are flammable and combustible liquids properly labeled and stored?  |



## Appendix C - Office Inspection Checklist (Continued)

**GFCI - OUTLET**



**Pass Fail**

**Earthquake Safety**

- 3.1 General: Are all heavy objects below 5 feet; all shelves below 7 feet, 6 inches?
- 3.2 General: Are furniture and equipment that could tip and block an exit properly anchored?
- 3.3 General: Are stored materials stacked securely to prevent tipping, scattering, tripping?

**Pass Fail**

**Electrical Safety**

- 4.1 Extension cords; not used in place of permanent wiring; not run through walls, ceilings, doors; equipped with proper plugs; three-conductor cable used; no damage or taped cords; not daisy-chained?
- 4.2 Are power cords in good condition; no fraying; ground pins in place; necessary strain-relief measures taken?
- 4.3 Is access to electrical panels clear and not obstructed (48" minimum)?
- 4.4 Is access to switches and circuit breakers clear and not obstructed?
- 4.5 Do the Ground-fault Circuit Interrupters (GFCI's) in room 211 (Break Room) pass first test using push buttons built into the outlet receptacle?
- 4.6 Do the Ground-fault Circuit Interrupters (GFCI's) in room 214 (Men's Restroom) pass first test using push buttons built into the outlet receptacle?
- 4.7 Do the Ground-fault Circuit Interrupters (GFCI's) in room 215 (Woman's Restroom) pass first test using push buttons built into the outlet receptacle?
- 4.8 Do the Ground-fault Circuit Interrupters (GFCI's) in room 114 (Handicapped Restroom) pass first test using push buttons built into the outlet receptacle?
- 4.9 Do the Ground-fault Circuit Interrupters (GFCI's) in room 119 (Men's Restroom) pass first test using push buttons built into the outlet receptacle?
- 4.10 Do the Ground-fault Circuit Interrupters (GFCI's) in room 120 (Woman's Restroom) pass first test using push buttons built into the outlet receptacle?
- 4.11 Are there protective covers in place over boxes, raceways, fittings, and so forth?
- 4.12 Are power cabinets and breakers properly labeled?
- 4.13 Are all energized parts (for example, power panels, junction boxes, switch equipment) guarded to prevent accidental contact?
- 4.14 Are electrical panel directories in place and accurate?
- 4.15 Is the door or panel (faceplate) that encloses the panel box assembly either bolted or locked closed?  
*Note: This is the inside front of the electrical panel box, which prevents contact with buss bars and conductors in the panel box.*
- 4.16 Is the access door to the panel unlocked to allow access and operation of breakers/fuses/switches?

**INSPECTED BY:** \_\_\_\_\_

**OFFICE GROUP:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

**QUADRANT NUMBER:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_







## Appendix D - Jobsite Safety Audit (Field Employees)

Department: \_\_\_\_\_ Job Site/ Facility: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

- (✓) ITEM CHECKED-OK  
 (X) ITEM NEEDED ATTENTION (DESCRIBED ON BOTTOM OR BACK PAGE)  
 (NA) NOT APPLICABLE TO THIS OPERATION/FACILITY/BUILDING

1. If a Jobsite Hazard Assessment is required, was one completed and signed by all crew members?	
2. Are required signs or posters where employees can see them? Are info/warning/danger signs visible?	
3. Are all emergency exits /ingress / egress routes unobstructed? (Excavations and Confined Spaces included)	
4. Are working surfaces clear of obstacles and slip hazards? Tripping hazards minimized/abated?	
5. Are guardrails or barricades in place and secure?	
6. Are eye wash stations unobstructed and clean? Or eye wash kits in first aid boxes current/unexpired?	
7. Are fire extinguishers available, in serviceable condition, and monthly inspection tag signed?	
8. Are electrical panel boxes clear from obstructions (3 foot clearance)?	
9. Are extension cords and power cords serviceable, free from exposed wires, and integral?	
10. Are hazardous materials stored, labeled, used, and disposed properly? SDS available and up to date?	
11. Have employees been trained with the SDS on the hazardous materials they use or are exposed to?	
12. Are employees who use mechanical equipment trained? (Chainsaws, Machinery, or Heavy Equipment)	
13. Is trash storage area clean and adequate for volume of trash? Are used oil rags in metal container?	
14. Are devices for lifting used and in good operating condition? (Hoists, Davits, Hand-Trucks, Etc.)	
15. Are ladders clean, in safe condition and used properly? Are mandatory stickers legible?	
16. Are stationary or portable tools in safe condition with guards being used properly?	
17. Are employees properly wearing appropriate personal protective equipment for the job?	
18. Are employees lifting materials and supplies properly and/or asking for help? (Team Lift / Spotters)	
19. Are smoking restrictions, if any, obeyed and enforced?	
20. Are bathrooms available, clean, stocked and safe? (If available)	
21. Do employees know where to go with safety suggestions?	
22. Do employees know what to do if there is an injured employee? (Emergency Response Plan)	
23. Is there a way to call an ambulance or fire department?	
24. Is water and shade available when temperatures are 80° or higher?	
25. Are sampled vehicles maintained, well kept, serviced and logs updated?	

26. Do employees follow "Best Practices" when working around hazards?  
 Explain: \_\_\_\_\_  
 \_\_\_\_\_

27. Is Good Housekeeping of the work area consistent?  
 Explain: \_\_\_\_\_  
 \_\_\_\_\_

28. Which employee(s) were noticed following safety protocols?  
 Explain: \_\_\_\_\_  
 \_\_\_\_\_

Other: \_\_\_\_\_  
 \_\_\_\_\_

Explanations of above noted items: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Hazard Assessment and Correction Record: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## Appendix D - Job Safety Task Analysis (JSTA) – (Field Employees)

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A Job Safety Task Analysis (JSTA) is a process used to review job methods and uncover hazards:

- That may have been overlooked in the layout or design of the equipment, tools, processes or work area;
- That may have developed after production started, or
- That may have resulted from changes in work procedures or personnel.

**The four basic steps in performing a job safety task analysis are:**

- A. Select the job to be analyzed.
- B. Break the job down into successive steps or activities and observe how these actions are performed
- C. Identify the hazards and potential accidents. (This is the critical step because only an identified problem can be corrected or eliminated.)
- D. Develop safe job procedures to eliminate the hazards and prevent potential accidents.

### **Methods of Conducting JSTA's**

There are two basic methods for conducting the Job Safety Task Analysis:

- A. Direct observation
- B. Group discussion

A fast and efficient method of conducting a JSTA is through direct observations of job performance. In many instances, however, this method may not be practical or desirable. For instance, new jobs and those that are done infrequently do not lend themselves to direct observation. When this is the case, the JSTA can be made through discussions with persons familiar with the job. Individuals often involved in the process include, but are not limited to, first-line supervisors, safety specialists, engineers, experienced employees and outside contractors.

### **Three Common Errors:**

Three common errors that are often made when performing a job safety task analysis are:

- A. Making the breakdown so detailed that an unnecessarily large number of steps are listed.
- B. Making the job so general that basic steps are not recorded.
- C. Failure to identify the education and experience level of the target audience.



## Appendix D - Job Safety Task Analysis (JSTA) – (Field Employees)

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### Identifying the Hazards and Potential Accidents:

The purpose is to identify all hazards, both **physical** and **environmental**. To do this, ask yourself these questions about each step:

- A. Is there a danger of striking against, being struck by, or otherwise making harmful contact with an object?
- B. Can the employee be caught in, on, by or between objects?
- C. Is there a potential for a slip, trip or fall? If so, will it be on the same elevation or to a different elevation?
- D. Can he/she strain himself/herself by pushing, pulling, lifting, bending or twisting?
- E. Is the environment hazardous to one's safety or health?

### Develop Solutions:

- A. Find a new way to do the job.
- B. Change the physical conditions that create the hazard.
- C. Try to eliminate remaining hazards by changing work methods or procedures.
- D. Try to reduce the necessity of doing a job, or at least the frequency at which it must be performed.

### Selecting Jobs to be analyzed:

When selecting jobs to be analyzed, most people start with the worst first. You should be guided by the following factors:

- A. **Frequency of Accidents** (including “near misses”): A job that repeatedly produces accidents is a candidate for a JSTA. The greater the number of incidents associated with a job, the greater its priority claim for a JSTA.
- B. **Production of Disabling Injuries**: Every job that resulted in a serious or disabling injury should be given a JSTA.
- C. **Severity Potential**: Some jobs may not have a history of accidents but may have the potential for severe injury.
- D. **New or Revised Jobs**: Jobs created by changes in equipment or in processes obviously have no history of accidents, but their accident potential may not be fully appreciated. Analysis should not be delayed until accidents or near-misses occur.
- E. **Multiple Employee Exposure**: Jobs that expose more than one individual to potential hazards should also be analyzed.



## Appendix D - Job Safety Task Analysis (JSTA) – (Field Employees)

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### Job Observation:

- A. Select the right person to observe.
- B. Brief him/her on the purpose of the job safety task analysis.
- C. Observe the person performing the job and try to break it down into basic steps.
- D. Record each step.
- E. Check the breakdown with the person involved.

It is important to be cooperative and willing to share ideas. The purpose of a job safety task analysis, is to make a job safe by identifying and eliminating or controlling hazards. See examples attached for a completed job safety task analysis.

### Writing Instructions:

- A. Start each instruction with an action word.
- B. Each instruction should be observable.
- C. Each instruction should be measurable.

When evaluating a given procedure, ask the following question. **“What should the employee do – or not do – to eliminate this particular hazard or prevent this potential accident?”** Answer must be specific and concrete to be beneficial. General precautions such as “be careful”, “use caution” or “be alert” are useless. Answers should state what to do and **how** to do it.

This recommendation, “Make certain the wrench does not slip or cause loss of balance” is incomplete. It does not tell **how** to prevent the wrench from slipping. Here is a more complete recommendation. “Set the wrench properly and securely. Test its grip by exerting a slight pressure on it. Brace yourself against something immovable, or take a stance with feet wide apart before exerting full pressure. This prevents loss of balance if the wrench slips.”

Job Safety Task Analyses can be very beneficial if they are performed correctly. They not only result in a safer job, but also increase productivity and eliminate waste. Take the time to do them correctly; **and more importantly, use them.**



## JOB SAFETY TASK ANALYSIS (JSTA)

### Instructions

The **Job Safety Task Analysis** (JSTA) is an important “**loss prevention**” tool that works by identifying hazards and methods for eliminating or minimizing those hazards **prior** to beginning the job. Information derived from the JSTA can be used to:

<ul style="list-style-type: none"> <li>- Clarify the steps for accomplishing a job.</li> <li>- Identify worker skill level requirements.</li> <li>- Identify training and retraining needs.</li> <li>- Identify engineering and administrative control requirements.</li> <li>- Identify personal protective equipment needs.</li> <li>- Identify additional material and equipment requirements.</li> </ul>	<ul style="list-style-type: none"> <li>- Identify loss prevention procedures.</li> <li>- Increase worker hazard awareness.</li> <li>- Refresh workers on jobs that run infrequently.</li> <li>- Identify job hazards for new employee training.</li> <li>- Facilitate the identification accident investigations.</li> </ul>
--	--

While the focus of the JSTA is accident prevention, the goal of the JSTA is to prevent unnecessary losses of time or money when a job is performed. As part of the pre-work planning process, the JSTA helps identify training, equipment, material, and personnel requirements needed to eliminate or minimize job hazards. This pre-planning helps prevent:

<ul style="list-style-type: none"> <li>- Lost work time during accident response.</li> <li>- Work delays for additional training.</li> <li>- Work delays for additional equipment or materials.</li> </ul>	<ul style="list-style-type: none"> <li>- Excess costs of short-notice material or equipment orders.</li> <li>- Increased insurance premiums resulting from accidents.</li> </ul>
--	--



## JOB SAFETY TASK ANALYSIS (JSTA) FORMAT

District/Company		Location:
Job or Activity:		Date:
<b>STEPS</b> <i>Sequence of Basic Job Steps</i>	<b>HAZARDS</b> <i>Potential Job Hazards</i>	<b>CONTROLS</b> <i>Recommended Actions and/or Procedures</i>
<ul style="list-style-type: none"> <li>- Break the job down into steps.</li> <li>- Each step should accomplish some major task.</li> <li>- List all steps for the job.</li> </ul>	<ul style="list-style-type: none"> <li>- Examine each step and identify the actual and potential hazards associated with each.</li> <li>- Look at the entire environment (note the effect that step will have).</li> <li>- Consider health effects (immediate, delayed, long-term effects).</li> </ul>	<ul style="list-style-type: none"> <li>- Using the first two columns as a guide, decide what actions are necessary to eliminate or minimize the hazard.</li> <li>- Consider engineering, administrative, and PPE controls.</li> <li>- Include procedures to follow, training requirements, and equipment/material needs.</li> <li>- Be specific on what needs to be done.</li> <li>- Avoid general statements like “be careful”.</li> </ul>

## JOB SAFETY TASK ANALYSIS (JSTA)

(Example)



District/Company		Location:
Job or Activity: <b>Sharpening &amp; Replacing Rotary Mower Blade</b>		Date:
<b>STEPS</b> <i>Sequence of Basic Job Steps</i>	<b>HAZARDS</b> <i>Potential Job Hazards</i>	<b>CONTROLS</b> <i>Recommended Actions and/or Procedures</i>
1 Disconnect spark plug wire.	1 Striking against housing (SA) Burn hand.	1 Do not use excessive force. Allow mower to cool.
2 Remove gasoline.	2 Spillage - Fire, Inhalation.	2 Ventilation, No smoking, proper container. Flush away with water (if necessary).
3 Invert mower.	3 Caught between (CB). Spilling gasoline. Overexertion.	3 Tip properly. (Grass catcher chute up). Be sure cap is tight. Lift properly, use leg muscles.
4 Remove dull blade.	4 Knuckles SA blade.	4 Securely block blade – wooden block. Use proper size socket wrench with extension.
5 Check for bent blade.	5 None.	5 None.
6 Sharpen & balance dull blade.	6 Cutting hand; S.A. vise.	6 Wear gloves. Avoid contact with sharp blade.
7 Assemble blade to mower.	7 S.A. blade.	7 Block blade. Wear gloves, avoid contact with sharp blade.
8 Return mower to cutting position.	8 Overexertion. Caught between.	8 Use leg muscles, not back. Wear gloves.
9 Reconnect spark plug wire.	9 None.	9 None.
10 Add gasoline.	10 Fire.	10 Ventilate, No smoking, Proper container.
11 Operate mower.	11 Normal operating hazard.	11 Check for excessive vibration or unusual noise.



## JOB SAFETY TASK ANALYSIS (JSTA)

District/Company		Location:
Job or Activity:		Date:
STEPS <i>Sequence of Basic Job Steps</i>	HAZARDS <i>Potential Job Hazards</i>	CONTROLS <i>Recommended Actions and/or Procedures</i>



## Appendix E - Computer Workstation - Ergonomic Assessment (Office Employees)

This checklist can help you create a safe and comfortable computer workstation. You can also use it in conjunction as a purchasing guide checklist. A "no" response indicates that a problem may exist. Refer to "Good Working Positions".

Evaluator Name: \_\_\_\_\_ Employee Evaluated: \_\_\_\_\_ Date: \_\_\_\_\_

<b>WORK STATIONS - Arrange and adjust the computer workstation to promote neutral postures.</b>	<b>Y</b>	<b>N</b>
<b>If "no" refer to Chairs, Work Surfaces, Keyboards, and Pointers.</b>		
1. Head and neck are balanced and in-line with torso (ears directly above the shoulders not bent forward or back).		
2. Head, neck, and trunk facing forward (not twisted to view monitor/work/documents).		
3. Torso is vertical to slight reclined ( <b>see recommendations in Good Working Postures</b> ).		
4. Back is fully supported by chair lumbar support.		
5. Shoulders are relaxed (not elevated). Upper arms are relaxed (not elevated). Upper arms are in-line with torso, (not elevated or stretched forward unless supported by work surface).		
6. Elbows are close to the body (not extended forward or outward unless supported by work surface or chair armrests).		
7. Forearms are approximately parallel to the floor and about 90 to 100 degrees to the upper arm.		
8. Wrists and hands are straight in alignment to the forearm (not bent up/down or sideways).		
9. Thighs are approximately parallel to the floor (and lower legs are approximately perpendicular to floor (thighs may be slightly elevated above knees see recommendations in Good Working Posture for declined seated postures).		
10. There should be sufficient room under the work surface so thighs have clearance space between the top of the thighs and the computer table/keyboard platform (thighs are not trapped).		
11. Legs and feet have sufficient forward clearance under the work surface so the user is able to get close to the keyboard/input device.		
12. Feet rest flat on the floor or are supported by a stable footrest if the work surface cannot be adjusted.		
13. Sharp or square edges that contact hands, wrists, or forearms are padded or rounded.		
<b>SEATING - Consider these points when evaluating the chair.</b>	<b>Y</b>	<b>N</b>
<b>"No" answers to any of these questions should prompt a review of Chairs.</b>		
1. Backrest has height adjustability so support is provided for the lower back (lumbar area).		
2. Chair has a sturdy 5 leg base.		
3. Seat width and depth should accommodate the specific user (seat pan should be wide enough for ease of egress and deep enough to support the entire thigh but not so deep that user cannot utilize lumbar support.)		
4. Seat front does not press against the back of user's knees and lower legs (seat pan not too long). Thighs do not significantly hang off the front edge of the seat. (Seat pan too short).		
5. Seat is cushioned and rounded with a "waterfall" front (no sharp edge).		
6. Seat height is adjustable and allows for proper alignment with the work surface.		
7. Armrests, if used, should be adjustable (both up and down and in and out) and support both forearms while user performs computer tasks. They should not interfere with movement or positioning of the chair under the work surface.		
8. Head Rest (if provided) is adjustable and does not push the head forward past neutral.		
9. Casters are appropriate for the floor surface. (They move easily on carpet or other soft surfaces but do not move so easily on tile or hard surfaces that the chair "scoots" away during sitting down or getting up from chair).		
10. Adjustments are straight forward and easy to perform while seated in the chair.		



<b>KEYBOARD/INPUT DEVICE</b> - Consider these points when evaluating the keyboard or pointing device (mouse, trackball, touch pen, roller mouse, joy stick, etc.).	<b>Y</b>	<b>N</b>
<b>"No" answers to any of these questions should prompt a review of Keyboards, Pointers, or Wrist Rests.</b>		
1. Keyboard/input device platform(s) is stable and large enough to hold a keyboard and an input device.		
2. Keyboard/input device platform(s) can be adjusted so the hands are positioned over the keyboard with the elbows near the torso at an angle of 90 to 100 degrees. (See suggestions in Good Working Postures).		
3. Keyboard can be adjusted to a horizontal or slightly negative slope.		
4. Input device (mouse or trackball) is located right next to the keyboard so it can be operated without reaching.		
5. Input device is easy to activate and the shape/size fits hand (not too big/small). It may be desirable to have an input device that can be used with either hand to provide periods of working rest.		
6. Input device is located as close to the midline of the body as possible and at the same level as the keyboard.		
7. If a touchscreen device is used for data input, a detached keyboard and mouse are available if duration of use is more than 2 hours per day or 30 minutes at a time.		
8. There are no sharp or hard edges that contact the wrists and hands.		
<b>MONITOR</b> – Consider these points when evaluating the monitor and its placement.	<b>Y</b>	<b>N</b>
<b>"No" answers to any of these questions should prompt a review of Monitors or Lighting/Glare.</b>		
1. The monitor has sufficient adjustability so the top of the screen is at or below eye level so the user can read it without bending their head or neck down/back.		
2. Adjustability is sufficient so users with bifocals/trifocals can read the screen without bending the head or neck backward.		
3. There is sufficient room so the monitor can be placed at a distance which allows the user to read the screen without leaning head, neck or trunk forward/backward. (Generally, about 18 to 20 inches or arm length)		
4. Monitor position is directly in front of the user so they do not have to twist head or neck.		
5. If multiple monitors are used, the position of the primary monitor is directly in front of the user and the other monitors are directly beside it. If time is split evenly between monitors, they are next to each other within a comfortable viewing angle with minimal head movement.		
6. Glare (from windows, lights) is not reflected on screen causing the user to squint or assume awkward postures to clearly see information on the screen.		
7. Monitor brightness and contrast is adjusted for comfort.		
<b>MOBILE DEVICES</b>	<b>Y</b>	<b>N</b>
1. If laptops are used as a primary computer they are set up using the same ergonomic principles as desktop computers. A separate keyboard and input device are provided.		
2. If laptops are used outside the office, (e.g. on a plane, in a hotel) user postures should be changed regularly to improve neck and wrist posture and duration of time on laptop should be minimized.		
3. Laptops used in vehicles are set up at a comfortable angle and infrequent use. The user should take frequent breaks from computer tasks.		
4. A separate keyboard and stylus are available when tablets are used for typing performed for extended periods of time.		
5. Tablets and smartphones should be used with the shoulders relaxed, arms positioned near the torso, and neck in a neutral posture without excessive neck bending to view the screen.		
<b>ACCESSORIES</b>	<b>Y</b>	<b>N</b>
<b>"No" answers to any of these questions should prompt a review of Work Surfaces, Document Holders, Wrist Rests or Telephones.</b>		
1. Document holder, if provided, is stable and large enough to hold documents (paper, binders, or books).		
2. Document holder, if provided, is placed at about the same height and distance as the monitor screen.		



3. Wrist/palm rest, if provided, is padded and free of sharp or square edges that contact the wrists.		
4. Wrist/palm rest, if provided, allows user you to keep your forearms, wrists, and hands straight and in-line when using the keyboard/input device. Height matches the front edge of the keyboard.		
5. Telephone is positioned close to the work to avoid excessive reaches. Generally, within 18 to 20 inches.		
6. Telephone can be used with head upright (not bent) and shoulders relaxed. If phone and computer are used at the same time, this may require the use of a headset.		
7. Headset, if used, has a comfortable fit. Not too tight, or so loose that it will not maintain its position on the users head.		
8. Footrest is provided if the feet are not flat on the floor because the keyboard and monitor do not have sufficient adjustability. If used the footrest should be angled and support both feet.		
<b>GENERAL CONCEPTS</b>	<b>Y</b>	<b>N</b>
<b>"No" answers to any of these questions should prompt a review of Chairs, Work Surfaces, or Work Processes.</b>		
1. Workstation and equipment have sufficient adjustability so users are in a safe/supportive working posture and can easily make occasional changes in posture while performing computer tasks.		
2. Computer workstation, components and accessories are maintained in serviceable condition and function properly.		
3. Items that must be accessed frequently are within easy reach, generally with the elbows close the body. Items used occasionally can be at nearly full arm reach.		
4. Computer tasks are organized in a way that allows users to vary keyboard tasks with other work activities, or provide an opportunity for micro-breaks or recovery pauses while at the computer workstation.		
5. User has the ability to alternate between sitting and standing postures or activities to provide opportunities for movement and variability throughout the shift. Prolonged sitting or standing should be avoided.		
6. Lighting levels are adjustable for differing tasks. Brighter task lights should be provided for paperwork and lower lighting should be used for general computer work.		

## Good Working Positions

This is a comfortable working posture in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder (MSD). The following are important considerations when attempting to maintain neutral body postures while working at the computer workstation:

- **Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.**
- **Head is level, forward facing, and balanced. Generally it is in-line with the torso.**
- **Shoulders are relaxed and upper arms hang normally at the side of the body.**
- **Elbows stay in close to the body and are bent between 90 and 120 degrees.**
- **Feet are fully supported by the floor or a footrest may be used if the desk height is not adjustable.**
- **Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.**
- **Thighs and hips are supported and generally parallel to the floor.**
- **Knees are about the same height as the hips with the feet slightly forward**

Regardless of how good your working posture is, working in the same posture or sitting still for prolonged periods is not healthy. You should change your working position frequently throughout the day in the following ways:

- **Make small adjustments to your chair or backrest.**
- **Stretch your fingers, hands, arms, and torso.**
- **Stand up and walk around for a few minutes periodically.**



- **Perform some of your tasks in standing: computing, reading, phone, meetings.**

**These four reference postures are examples of body posture changes that all provide neutral positioning for the body.**

### Upright Sitting

*Upright sitting posture.* The user's torso and neck are approximately vertical and in-line, the thighs are approximately horizontal, and the lower legs are vertical.

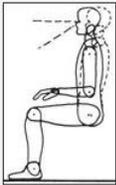


Figure 1. Upright sitting posture



Figure 2. The user's torso and neck are approximately vertical and in-line, the thighs are approximately horizontal, and the lower legs are vertical.

### Standing

*Standing posture.* The user's legs, torso, neck, and head are approximately in-line and vertical with feet slightly apart. The user may also elevate one foot on a rest while in this posture.



Figure 3. Standing posture



Figure 4. The user's legs, torso, neck, and head are approximately in-line and vertical with feet slightly apart.

### Declined Sitting

*Declined sitting posture.* The user's thighs are inclined with the buttocks higher than the knee and the angle between the thighs and the torso is greater than 90 degrees. The torso is vertical or slightly reclined and the legs are vertical. This position should not inhibit the ability to easily reach the keyboard or view the monitor.



Figure 5. Declined sitting position



Figure 6. The user's thighs are inclined with the buttocks higher than the knee and the angle between the thighs and the torso is greater than 90 degrees. The torso is vertical or slightly reclined and the legs are vertical.

### Reclined Sitting

*Reclined sitting posture.* The user's torso and neck are straight and recline between 105 and 120 degrees from the thighs.



Figure 7. Reclined sitting posture



Figure 8. The user's torso and neck are straight and recline between 105 and 120 degrees from the thighs.

# "ERGO BREAK"

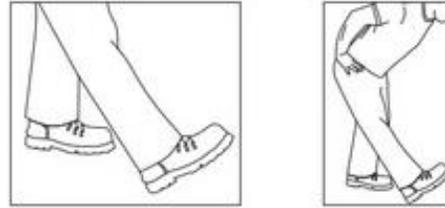
**Note:** *If you have had any recent health problems, injury, or surgery, or if any of these actions cause you any pain, consult a health professional before starting this program.*

## Finger and Wrist Flexor Stretch



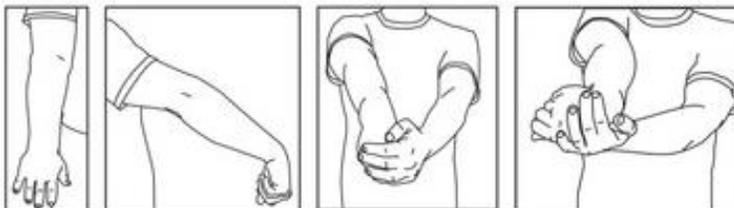
1. Straighten your elbow with palm up.
2. Point your fingers toward floor.
3. Use your other hand to gently pull down on your palm and fingers.
4. Hold for 10 - 15 seconds. You should feel a mild pulling sensation.  
If you experience discomfort, then perform the stretch more gently or go back to the previous step.

## Hamstring Stretch



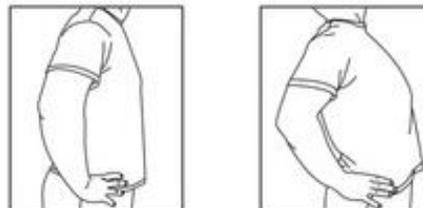
1. Place your heel on ground in front of you with knee straight. You may wish to stand next to something for balance.
2. Keep your back straight, look up at the ceiling, and bend forward at your hips.
3. Hold for 10 - 15 seconds. You should feel a mild pulling sensation. If you experience discomfort, then perform the stretch more gently or with your foot on the floor.

## Finger and Wrist Extensor Stretch



1. Straighten your elbow with palm down.
2. Bend your wrist down and make a gentle fist.  
If you feel discomfort in the back of your hand, then relax your fingers.
3. Gently pull down on the back of your hand.
4. Rotate your arm so that your hand is pointing away.
5. Hold for 10 - 15 seconds. You should feel a mild pulling sensation.  
If you experience discomfort, then perform the stretch more gently or go back to the previous step.

## Low Back Flexor Stretch



1. Place your hands on your hips.
2. Gently lean back.
3. Hold for 10 - 15 seconds. You should feel a mild pulling sensation. If you experience discomfort, then perform the stretch more gently or go back to the previous step.

## Neck Shoulder Stretch



1. Place hands in front of forehead with palms facing out. Take a deep breath in.
2. Pull elbows toward back pockets while rotating palms out.
3. Slowly exhale while squeezing shoulder blades together and drawing head back.
4. Once you have fully exhaled, hold for 10 - 15 seconds. Repeat for 2 repetitions.  
If you experience discomfort, then perform stretch more gently or go back to the previous step.