

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Part Policy
Policies and Procedures	Statement 24
Title <i>ERGONOMICS</i>	Effective Date 10/09/09

Definition

Ergonomics, according to *Webster*, is “the study of equipment design in order to reduce operator fatigue and discomfort.” With this definition in mind, UAA is required to provide tools, workstations, and equipment that are “ergonomically correct” to not only reduce fatigue and discomfort, but to reasonably eliminate or reduce the potential for injury and illness.

Cumulative Trauma

Besides causing accidents and injuries, poorly designed equipment and workstations can contribute to cumulative trauma disorders (CTD) which are generally caused by repetitive motions over an extended period of time. An example of this disorder is Carpal Tunnel Syndrome (CTS) which is often experienced by employees who perform continuous data entry or keying.

Assessments

To minimize injuries and illnesses caused by poorly ergonomically designed equipment and workstations, EHS/RMS performs ergonomic evaluations and makes recommendations to correct problem areas. Supervisors and employees can request ergonomic evaluations by contacting EHS/RMS (786-1351 or ayssg@uaa.alaska.edu) and scheduling an appointment. Additional information on ergonomically correct workstations can be found in [EHS/RMS Policy 25, Office Safety](#). A self-evaluation is available at <http://ehsrms.uaa.alaska.edu/ErgonomicsQuiz.htm> and a tutorial is available at http://ehsrms.uaa.alaska.edu/ergo_powerpoint.ppt Additional employee training is available through SkillSoft training available at UAOnline where employees can retrieve their payroll information.

Funding

To assist departments with funding ergonomic upgrades and corrections, EHS/RMS and the System Office of Risk Services jointly manage a Loss Prevention Program with limited funding.

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Part Policy
Policies and Procedures	Statement 24
Title <i>ERGONOMICS</i>	Effective Date 10/09/09

Please refer to [EHS/RMS Policy 21, Loss Prevention Funding](#) for further details.