



## Occupational Safety & Health Division Employee Safety and Health Program Policy 12: Ergonomics Policy

### **Purpose:**

To control the incidence and severity of ergonomic discomfort by establishing a program and committee for the Department of Labor ("Department") that provides hazard identification, performs evaluations, and recommends prevention and controls.

### **Scope:**

1. For Office-Based Employees: The Department shall provide appropriate equipment and a work environment to minimize ergonomic hazards.
2. For Teleworker Employees: As stipulated in the NCDOL Telework Policy, the Department does not provide Teleworker Employees with office furniture but does supply some other equipment used. Examples of some of the equipment provided are computer, monitor or video display terminal, keyboard, mouse, and printer. The acquisition or purchase of any other items recommended by the Department (their supervisor, Ergonomics Committee, Safety & Health Coordinator, etc.) is the sole responsibility of the employee.
3. Supervisors and managers shall consider ergonomics when planning and supervising employees' work activities (for both Office-Based AND Teleworker Employees).

### **Procedures:**

- I. **Establishment of the NCDOL Ergonomics Committee ("Ergo Committee")**
  - A. The Ergo Committee is established within the Department to provide advice, assistance and guidance, and to recommend Department safety and health procedures as they pertain to ergonomics.
  - B. The Ergo Committee shall be composed of Department employees as follows: at least six (6) members from the Occupational Safety & Health (OSH) Division (due to their knowledge of the subject matter) with preferably at least three (3) members from the eastern part of the state and three (3) members from the western part of the state; one (1) advisory member from Human Resources ("HR"); and one (1) advisory member from the Legal Affairs Division ("LAD").
  - C. The Ergo Committee members shall be appointed by their supervisors and shall serve indefinitely at the pleasure of their supervisors, with due consideration given to interest, ability, fairness, and other work responsibilities/workload, in order to ensure consistency and maintenance of institutional knowledge.



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- D. The Ergo Committee shall be chaired by one (1) person hereafter referred to as the Chairperson. The Chairperson will not be a member of management.
- E. The Ergo Committee meetings shall be held as frequently as necessary to accomplish Department goals and objectives, but no less than once annually. The Chairperson shall determine and publish the meeting agenda and schedule as necessary.
- F. An agenda shall be e-mailed or otherwise provided to members prior to the meeting. Meetings may be held via videoconference, telephone, or face-to-face depending on the needs of the Ergo Committee and its members.
- G. The Chairperson, with assistance from the Safety & Health Steering Committee Chairperson as necessary, shall ensure that the Ergo Committee is fully staffed. In the event additional personnel or replacements are required, they will contact Department upper management to request additional or replacement staff for this committee.
- H. The Chairperson shall be responsible for alerting via e-mail the Safety & Health Steering Committee Chairperson of personnel who are rotating on or off the Ergo Committee.

## **II. Duties of the Ergonomics Committee Members**

- A. Respond to ergonomic concerns submitted by Department HR personnel, Supervisors, and/or employees. [The person submitting the concern shall utilize the proper form located on the Department's Intranet Site named "Request for Ergonomics Evaluation" form. The form will be submitted through Department HR and forwarded to the Ergo Committee Chairperson.] Proper evaluations will be performed as necessary.
- B. Assist the Department's Workers' Compensation Administrator in the review of workers' compensation cases arising from ergonomic injuries and illnesses.
- C. Advise the Employee Safety and Health Steering Committee on the status of the Department's ergonomic experience and activities.
- D. Prepare a written report annually summarizing the Department's ergonomic activities for the preceding twelve (12) months. This report shall be sent to the Safety & Health Steering Committee Chairperson for review with that committee and be posted on the Intranet.
- E. Provide technical assistance to the Employee Safety and Health Steering Committee, the Department's Safety & Health Coordinator, and the Financial Services Division by



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assisting in the development of minimum safety specifications for equipment to be purchased by the Department and recommending equipment purchases that impact ergonomics.

- F. Assist the Employee Safety and Health Steering Committee in the preparation of ergonomic awareness training of all Department employees.

### III. Response to Ergonomic Concerns: Ergonomic Evaluations

A. HR personnel, Supervisors and/or employees shall refer all ergonomic concerns to the Ergo Committee for review. It is important that each evaluation be properly conducted, documented, and tracked. Therefore, to maintain the validity of the program, members of the Ergo Committee will not conduct ergo evaluations that have not been properly referred to HR and the Ergo Committee and documented as previously discussed above under II. A. Regardless of anticipated scope, all requests for ergo evaluations will start with the employee and their supervisor completing and signing the "Request for Ergonomics Evaluation" form and sending it to HR. If the employee is not currently experiencing any discomfort or injury and is interested in only a "limited scope" evaluation (such as assessing their work task chair) to prevent future discomfort or injury, then they can indicate that on the request form. However, the Ergo Committee reserves the right to determine the proper scope of the evaluation based on their observations and experience.

B. The Ergo Committee shall respond to a request for ergonomic evaluation as follows:

1. Contact the employee to schedule an ergo evaluation of their workstation and/or area.
2. Perform an ergo evaluation of the employee's workstation/area. During the evaluation, the evaluator will review and complete the "Office ErgoProfile Employee Survey" with the employee. [This form will also be located on the Department's Intranet Site.]
3. Complete the "Office Ergonomics Evaluation Report" describing the nature of the discomfort/concern(s), identifying the possible ergonomic stressors, and making recommendations for workstation and/or task modification. (See Addendum A.) These evaluations will be submitted to the Ergo Committee Chairperson for review. Any questions or changes will be discussed between the Chairperson and the person who performed the evaluation (evaluator) and sent to LAD via e-mail for review. LAD will make any proposed revisions to the report and send it back to the Chairperson. Once finalized, the Chairperson will then forward the final evaluation report via e-mail to the Supervisor of the employee, HR, and LAD. It will be the sole responsibility



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of the Supervisor of the employee to provide a copy and review the report with the employee and implement any recommendations. This information is NOT to be shared with anyone beyond what has been outlined in this policy.

4. A Follow-up Evaluation will be conducted, when necessary, by a person from the Ergo Committee (the original evaluator where possible). Follow-ups can occur either before or after any recommendations are implemented.
- C. Timeframes for response to ergonomic concerns to ensure expediency and consistency are as follows. (Please note that “days” are defined in this policy as **business days**.)
1. HR receives the completed “Request for Ergonomics Evaluation” form from the Supervisor and forwards it to the Ergo Committee Chairperson within three (3) days.
  2. The Ergo Committee Chairperson logs the request and forwards it to an Ergo Committee Member (evaluator) within three (3) days.
  3. The Ergo Committee Member (evaluator) then has ten (10) days to schedule and perform the evaluation.
  4. Following the evaluation, the Ergo Committee Member (evaluator) has ten (10) days to complete and send the “Office Ergonomics Evaluation Report” and the “Office ErgoProfile Employee Survey” to the Ergo Committee Chairperson.
  5. The Ergo Committee Chairperson will review the report, make any revisions, and forward it to LAD within three (3) days.
  6. LAD will review the report, make any revisions, and send it back to the Ergo Committee Chairperson within fourteen (14) days.
  7. The Ergo Committee Chairperson will finalize the report and forward it to the Supervisor of the employee, HR, and LAD within three (3) days.
  8. A Follow-up Evaluation will be performed as necessary either before or after recommendations are implemented.
  9. The Supervisor of the employee will determine whether to implement the recommendations based on their judgment and budgetary concerns.



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Approved by:

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North Carolina Department of Labor

12.21.22

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Date:

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Jennifer Haigwood, Deputy Commissioner  
North Carolina Department of Labor  
Occupational Safety and Health Division

12/20/2022

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Date:

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Phil Hooper, Deputy Commissioner  
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Date



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### **Addendum A – “Office Ergonomics Evaluation Report”**

The “Office Ergonomics Evaluation Report” currently in use by the NCDOL Ergo Committee was modified from the “Office Ergonomics Screening Tool” developed by The Ergonomics Center of North Carolina. The Evaluation Report is NOT meant to be used by any persons other than those who are on the Ergo Committee. A template of the current report is four (4) pages in length and is located on the Department’s Intranet Site.