Guidelines for Ergonomic Evaluations of Library Staff

I. Policy:

Working in concert with the Ergonomics Officer for Environmental Health and Safety, the Staff Development Officer conducts ergonomic evaluations of Smathers Libraries Staff. The intent is to identify workstation configurations and work practices that have a potential for creating ergonomic injury. As a matter of policy, all new staff are automatically scheduled for an ergonomic evaluation; current staff may request an evaluation through their supervisor.

II. Date: December 22, 1998

III. Attachments:

A. Ergonomic Evaluation for Office Workers

B. Computer Evaluation Checklist

C. University of Florida Office Ergonomics (handout prepared by the UF Environmental Health and Safety Office)

IV. Procedure:

A. The Staff Development Officer registers all new staff and all staff requesting an ergonomic evaluation for the Ergonomics Workshop, which is presented each semester by the Office of Environmental Health and Safety.

B. The Staff Development Officer coordinates ergonomic evaluations of new staff for the Smathers Libraries through the Library Personnel Office.
   1. At the time of new staff orientation, new staff are given an Ergonomic Evaluation for Office Workers form to complete and return to the Library Personnel Office.
   2. Upon receipt of the completed form, the Staff Development Officer makes the appointment with the staff member for the evaluation.

C. The Staff Development Officer coordinates current staff requests through the Library Personnel Office.
   1. The staff member is sent the Ergonomics Evaluation form to complete.
   2. Upon receipt of the completed form, the Staff Development Officer makes an appointment with the staff member.

D. The Staff Development Officer evaluates both new staff and current staff.
   1. She fills out the Ergonomic Evaluation Checklist during the evaluation.
   2. The staff member is then given a copy of the handout, University of Florida Office Ergonomics, for his/her information and education.
   3. The staff member is also registered for an Ergonomics Workshop, if s/he has not already taken it.
4. An appointment is made for the Ergonomics Coordinator for Environmental Health and Safety to evaluate any staff member who is in frequent pain or is at risk for ergonomic injury.

E. Upon completion of the evaluation, the Staff Development Officer files a report.

1. She completes the Checklist.

2. She makes recommendations for ergonomically correct furniture and accessories, such as task lighting, wrist supports, keyboard trays, etc. She also may recommend raising or lowering the work surface, computer monitor or chair, if necessary.

3. The Checklist, along with recommendations, if appropriate, are sent to the staff member, the staff member's supervisor, the Deputy Director, the Library Personnel Officer, the Business Officer and the Facilities Officer. A completed order request form accompanies the Checklist sent to the Business Officer, if appropriate.

4. The Staff Development Officer follows up within an appropriate period of time to ensure that all equipment requested has been ordered and all recommendations have been addressed.

V. Responsibility:

It is the responsibility of the Staff Development Officer to maintain this procedure, as directed by the Library Personnel Officer.