

<b>University of Pittsburgh Safety Manual</b>	<b>EH&amp;S Guideline Number: 01-008</b>	
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## **ERGONOMICS**

Ergonomics is the study of the relationship between people, their work tasks and their physical work environment. The major goal of ergonomics is to fit the job to the individual and promote healthy work practices. This is accomplished through a combination of workplace training, evaluation of workstations and work practices, and the implementation of ergonomic control strategies.

Any worker can be at risk of injury in a poorly designed work area or by using an improper method to complete a job task. Through education and training, or by designing and arranging work environments in a manner that allows individuals to effectively function, potential injuries and disorders may be reduced, prevented or eliminated. For example, many workers benefit from training on proper lifting techniques due to the nature of their jobs, other workers must be aware of the proper selection, positioning and use of office equipment; lab workers performing repetitive tasks such as pipetting can benefit from an ergonomic assessment.

The University of Pittsburgh's Ergonomics Program is managed by the Department of Environmental Health and Safety (EH&S).

1. EH&S has established an Ergonomics Website <http://www.ehs.pitt.edu/ergonomics/ergo-main-2.htm> to provide faculty, staff and students helpful information on techniques, equipment, exercises and injury prevention tips along with self-assessment guidelines.
2. If you experience occupationally-related joint or muscle pain, notify your supervisor. If the symptoms could be work-related, the individual should be directed by the supervisor to Concentra Medical Services for medical consultation. The individual must also report the incident by calling 1-800-633-1197.

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3. A supervisor can contact EH&S to arrange for an assessment of a work station or work activity that has produced concerns associated with ergonomics. If an assessment is deemed appropriate by EH&S, the supervisor or manager is invited to attend. The ergonomic assessment is designed to provide employees with education, self-awareness, and onsite assistance. At the conclusion of the EH&S assessment, the employee and supervisor will receive written recommendations. The employee and supervisor are encouraged to work toward a reasonable solution.
4. In the event that an individual with a disability is involved, the University will make reasonable accommodations as defined in Title III of the Americans with Disabilities Act subsequent to review and approval by the University Office of Disability Resources and Services.
5. For jobs that are physically demanding, especially jobs that require lifting and materials handling, back safety training is available from EH&S. The training is tailored to the needs of a specific work group or department, and consists of a presentation as well as consultation for improving the ergonomics of specific job tasks.
6. Any request for EH&S services, or questions regarding ergonomics in the workplace, should be directed to EH&S at 412-624-9505 or <http://www.ehs.pitt.edu/contact/concern.html>