



WESTERN CONNECTICUT STATE UNIVERSITY

OFFICE ERGONOMICS POLICY

PROCEDURE S-111

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Please direct any questions or comments about the applicability of this document to Pano Koukopoulos, Director of Environmental & Facilities Services

1.0 INTRODUCTION

Office ergonomics are an essential component of the WCSU Safety and Illness Prevention Program. In order to reduce the risk of repetitive trauma, WCSU has implemented the policy/procedure described below.

2.0 POLICY

The Occupational Health and Safety Administration (OSHA) has published proposed regulations which would mandate the type of equipment used in offices. The Connecticut Department of Administrative Services has established guidelines specifying operating parameters of office equipment. Office ergonomic guidelines include, but are not limited to:

- a. Desk chairs and their operation
- b. Foot rests
- c. Keyboards
- d. Wrist rests
- e. Computer monitors
- f. Office/task lighting
- g. Work stations (desks)
- h. Computer mouse control

3.0 APPLICATION

This policy applies to all office environments where computers are used. Equipment will be based on a physical assessment of the work station and the user of that work station.

All equipment (except for furniture) will be provided by the WCSU Department of Public Safety. Non-compliant furniture will be replaced with ergonomically correct furnishings as they approach end of life.

Medical devices will not and cannot be issued by the University. All medical devices must be prescribed by a physician and be purchased by individual users.