Physics Staff Workstation Ergonomics Program Overview

**Purpose:** Physics is committed to maintaining a safe and healthy workplace for its employees. The Workstation Ergonomics Program outlines training and workstation evaluation requirements and procedures in order to guard against ergonomic injuries to staff who work at a Video Display Terminal/Computer for more than four hours a day.

**Goal:** Provide the resources to enable all Physics staff access to receive ergonomic training and workstation evaluations.

**Administrator:**  Anthony Vitan, Facilities and Safety Manager

**Evaluators:**
- Physics Managers
- Faculty Administrative Support Staff

Workstation Evaluations are done for the following reasons:
- New Employee
- Supervisor’s request
- Location Change
- Employee’s Request
- Employee suffers injury or illness that affects workstation needs

**Process:**
- See separate document, *Physics Workstation Evaluation Process* for details
- Administrator will rotate evaluators.
- Administrator manages ergo funds allocated by Physics Director of Administration

**Training:**
- Workstation Evaluators required to take provided by UHS
- Physics Staff required to take in person or on-line training provided by UHS

**Record Keeping:** Physics HR is responsible for keeping records in partnership with Physics Support Services. Program Administrator assures HR has signed original, that affected employee gets a copy and may keep a copy.

July 1st 2018