



Ergonomics

Environmental Health and Safety

Table of Contents

D. Ergonomics Evaluation Vendors

- i. Comply with Northwestern's [Contractor Safety Program](#).
- ii. Coordinate evaluations, recommendations, and equipment purchases with EHS and applicable departments, as necessary.
- iii. Provide thorough evaluation, reporting, recommendations, and recording of service(s) performed.
- iv. Work performed should be in accordance with the highest standard of care, adhering to all applicable federal and state rules and regulations.

IV. Evaluation

A. Self-Evaluation

Employees seeking ergonomics guidance or assistance related to their office equipment or workstation should first:

- i. Complete the applicable a i.e v . y

- iii. The decision to provide or purchase ergonomic office equipment is at the discretion of the employee's supervisor.
 - iv. The provision of specific equipment may be required in cases of a reasonable accommodation approved through the [Office of Equity](#).
- B. **Sit-Stand Workstations**
Although EHS acknowledges the [benefits](#) of sit-stand workstations, EHS does not make the determination of whether an employee needs a sit-stand workstation. The decision to provide or purchase a sit-stand workstation is at the discretion of the employee's supervisor.
- C. **Remote Work**
- i. Refer to the [Policy on Workplace Strategies](#) for details pertaining to equipment use away from campus.
 - ii. Employees working remotely, away from their primary campus workstation, are encouraged to follow the guidelines available on the [Ergonomics](#) website.

VI. Prevention and Control

- A. Departments must implement timely and feasible methods to mitigate ergonomic hazards.
- B. When correcting ergonomic hazards, departments must prioritize controls and corrective actions in the following order:
 - i. **Elimination/Stitution** – Removal of excessive clutter of the workspace; replacement of defect or ineffective work equipment.
 - ii. **Engineering Controls** – Implementation of a physical change to the workstation, tools, and/or equipment that eliminates or reduces the hazard of the job. (e.g., device to lift heavy objects, repositioning tables, redesigned tools).
 - iii. **Administrative Controls** – Reduce the exposure in the absence of physical changes to the area or process (e.g., job rotation, frequent breaks).
 - iv. **Work Practices Controls** – Safe procedures and techniques (e.g., proper lifting techniques, proper use of tools, correct use of ergonomic equipment).
 - v. **Personal Protective Equipment** – Protection to reduce exposure to ergonomic related risk factors (e.g., padded surfaces, anti-vibration gloves).

VII. Training

- A. EHS is responsible for offering ergonomics training and maintaining all training records, via myHR.
- B. Departments are responsible for ensuring employees attend all required training, as applicable.

VIII. Recordkeeping

- A. **Ergonomics Evaluations**
 - i. Employees and their supervisors will receive an ergonomics evaluation and recommendation report.
 - ii. Ergonomics evaluation and recommendation reports will be maintained in accordance with Northwestern's [Employee Exposure Records Program](#).

