



THE TEXAS A&M
UNIVERSITY SYSTEM

Ergonomic Toolkit



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Introduction

This toolkit provides a variety of resources in relation to Ergonomics and Wellness activities to address the issue of Musculoskeletal Disorders (MSD). The purpose of this resource is to guide campuses and agencies of the Texas A&M University System in wellness programming and providing employees avenues to take control of their musculoskeletal health by ensuring their workstation and habits are ergonomically appropriate. This toolkit will provide a flowchart to describe the process of employees and system campuses to approach the situation. The purpose of this toolkit is to provide system campuses and agencies an outline that can be adapted and modified for their campus and its respective culture. Please take this resource back to your campus and meet with your Wellness Committee, Environmental Health & Safety Department, and other campus stakeholders to discuss implementation opportunities. Please keep in mind, that while this document is meant to be edited and tailored, the changes need to keep the integrity of the document and information presented. This toolkit has been provided through a collaborative effort of Blue Cross Blue Shield of Texas, The Texas A&M University System Office, Wellness Works of TAMU College Station, and Environmental Health and Safety of TAMU College Station, and Wellness Champions across the Texas A&M University System.



Background Information

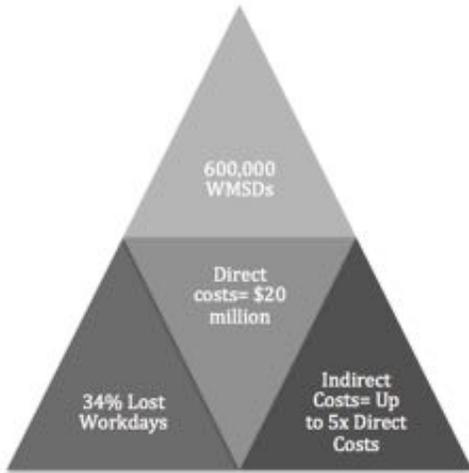
Definitions

Musculoskeletal Disorders (MSD):

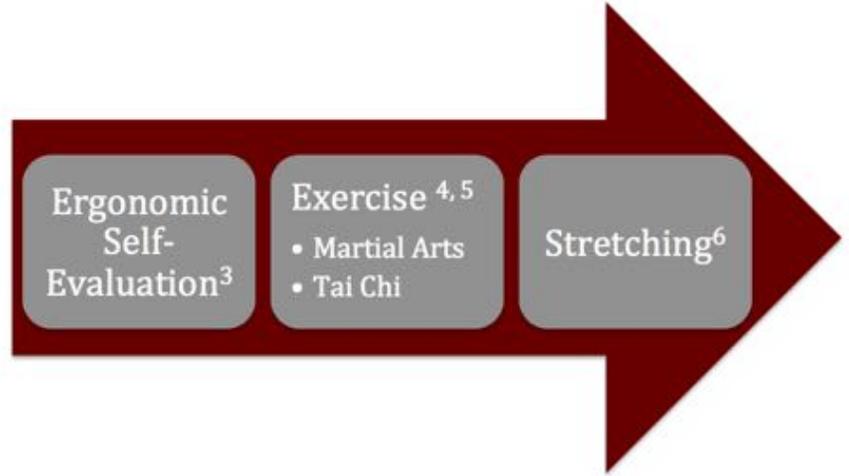
- injuries to the connective tissues of muscles, tendons, nerves, joints, or spinal discs, such as sprains, strains, tears, back pain, hernias or other conditions such as carpal tunnel.¹

Work-related Musculoskeletal Disorders (WMSD):

- conditions or injuries that result from or are worsened due to it



Annual WMSD Statistics²



Corporate Examples





Disclaimers

This toolkit does not provide any medical recommendations.

Stretching should never be painful.

Please consult your physician before beginning any new exercise or stretching routines.

If you are experiencing pain, please seek medical care from your physician.



Resources

General

FlowCharts

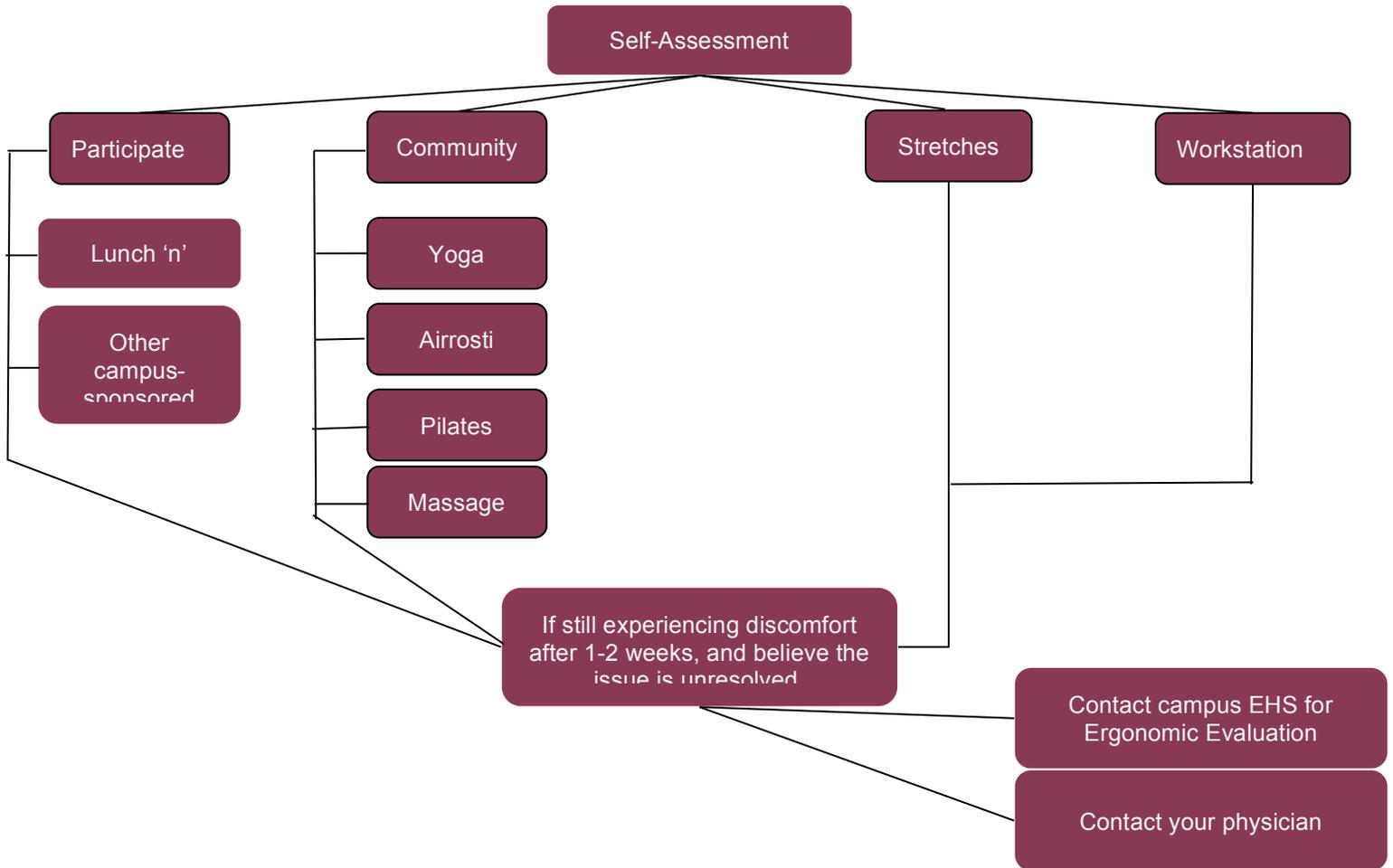
The purpose of the FlowCharts is to provide a basis for expansion as appropriate on each Texas A&M System University or Agency Campus. Please do not interpret these diagrams as comprehensive. The aim is that each campus or agency will create their own diagram representing how the Ergonomic Toolkit fits with current initiatives or the feasibility of implementation. There are 2 variations of the FlowChart (Employee and Organization) to visualize expected actions for each stakeholder group.



Employee Flow Chart

Employee

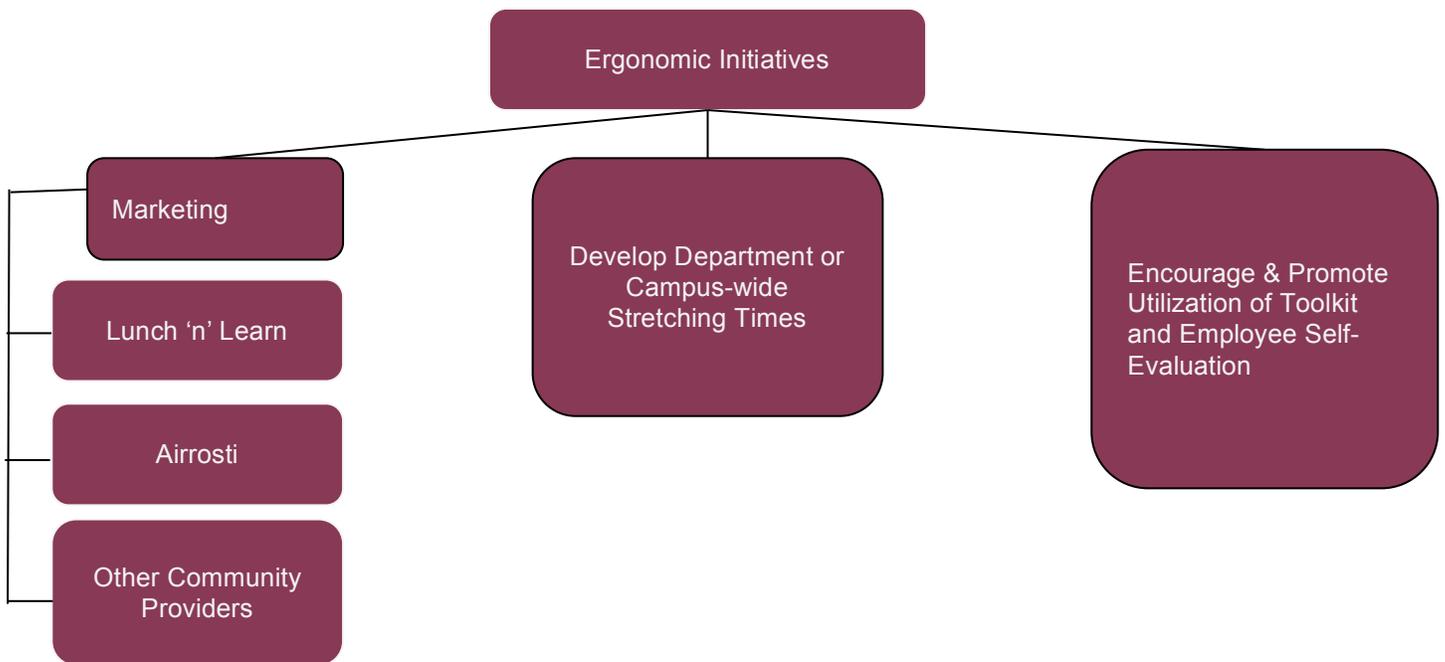
Employees should be encouraged to go through the following process prior to reaching out to EHS. Employees should always consult their physician prior to beginning any new exercise regimens and if they are experiencing pain, discomfort or other health concerns.





Organization

Organizations should promote the Ergonomic Toolkit and implement other Ergonomic Initiatives.
Please encourage employees to view the Employee Flowchart on how to begin.

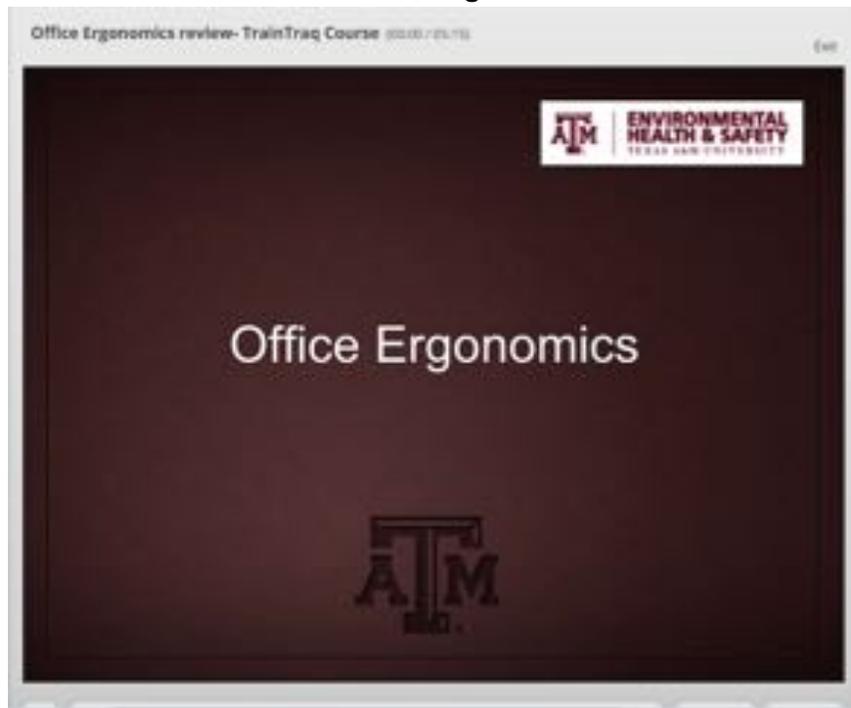




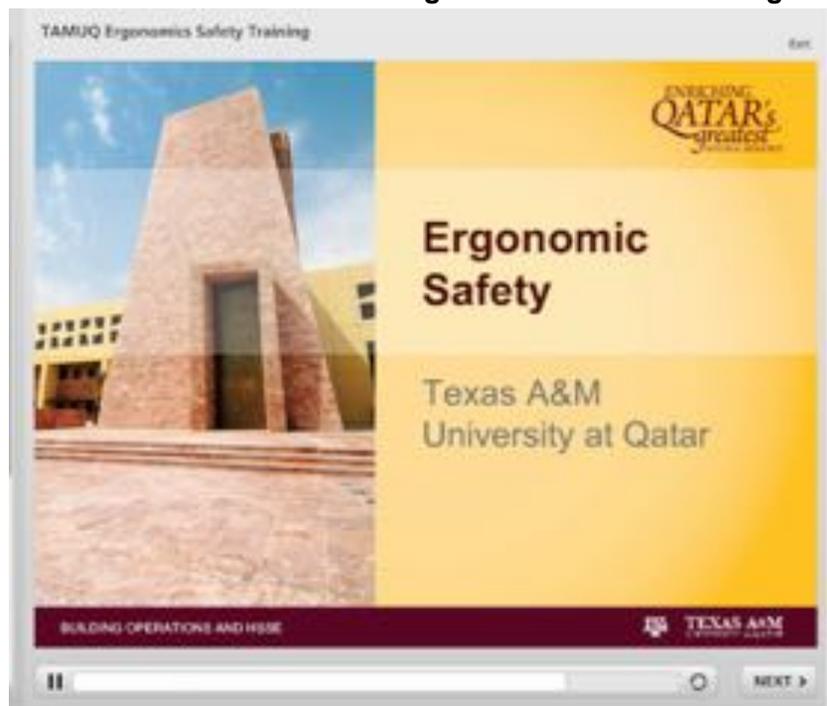
TrainTraq Resources

There are 2 available TrainTraq courses addressing Ergonomics. These are a good reference for employees that can be completed virtually and at their workstation.

Course 2113004: Office Ergonomics- EHS



Course 2113081: TAMUQ Ergonomics Online Training





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Community Resources



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Airrosti



Lunch 'n' Learns	These events are 1-hour informational sessions to introduce attendees to Airrosti. These are typically followed by assessment opportunities.
Assessments	These assessments are quick 15 minute appointments with the Airrosti Physician. These blocks usually follow Lunch 'n' Learns and allow participants to gauge if Airrosti is right for them
We've Got Your Back	This is an informational and interactive workshop addressing back pain. This workshop consists of interactive learning using foam rollers, lacrosse balls, and stretching exercises.
TechNeck	This is an informational workshop addressing neck problems stemming from prolonged technology use, such as computers at the daily work environment.



Marketing

The purpose of the Marketing Portion of this Ergonomic Toolkit is to provide campus representatives, Wellness Champions, Department Managers, etc. with ideas to establish implementation of the tools and promote the activities. This section will not only consist of brainstorming ideas, but also marketing flyer templates. These templates can be modified for campus appropriateness and accuracy.

Brainstorm Ideas

Lunch 'n' Learns	Hosting these lunchtime events for employees is a great way to introduce them to the variety of ergonomic resources on their campus. It might be a good idea to host Lunch 'n' Learns on all of the below listed resources. <ul style="list-style-type: none">• TAMUS Ergonomic Toolkit• Airrosti• Local Yoga, Pilates, or Exercise Studios• Campus Environmental Health & Safety Departments
Department Stretching Programs	Encourage the various divisions and departments to utilize the included stretch sheets to develop employee programs that meet at specified locations, days and times and perform the stretches.
Department Exercise Programs	Consider bringing a yoga, pilates, or other fitness class for employees to participate in. Could be weekly, monthly, etc.
Additional Initiatives	If your campus or location can think of additional ergonomic resources, marketing initiatives, etc. Please contact _____ so that can be shared with other campuses and locations.



Flyer & Promotional Templates

This toolkit includes 5 marketing templates that can be customized to each campus or agency in order to promote the Ergonomic Toolkit and its related activities. The use of these templates are not required, however, were created to add convenience to improve toolkit implementation initiatives.

Ergonomic Toolkit Marketing Flyer

The Ergonomic Toolkit Marketing Flyer is designed to provide promotional materials to increase awareness and knowledge of the availability of the TAMUS Ergonomic Toolkit. This flyer contains general information about the toolkit.

Lunch 'n' Learn Marketing Flyer

The Lunch 'n' Learn Marketing Flyer is designed to provide a quick template to spread the word about an upcoming Lunch 'n' Learn to introduce and/or provide more information about the TAMUS Ergonomic Toolkit.

Stretching Program Flyer

The Stretching Program Flyer is designed for departments or divisions to advertise a regular stretch break.

Desktop Reminder Program Flyer

The Desktop Reminder Program Flyer is meant to provide office employees with information about available applications that send reminders or push notifications prompting them to take a break, walk, or perform stretches.

Reference PowerPoint

The Reference PowerPoint can be utilized as the presentation basis for the above-mentioned Lunch 'n' Learns. Additionally, it provides a quick reference for employees to understand what the TAMUS Ergonomic Toolkit encompasses.



Self-Assessments

The purpose of the Self-Assessments is so that employees can examine their workspace with the aim to identify and modify to comply with trusted ergonomic recommendations.

Office Employee Self- Assessment Tool

The Office Employee Self-Assessment Tool is geared for those employees that spend the majority of their time at a desk or computer.

Laboratory Employee Self- Assessment Tool

The Laboratory Employee Self-Assessment Tool is geared for employees who work in research laboratories using instruments such as microscopes, hoods, pipettes, etc.

Industrial/ Operations Employee Self-Assessment Tool

The Industrial/ Operations Employee Self-Assessment Tool is geared for employees who have a versatile or evolving workspace and involves large amounts of manual labor.

Stretching Guides

The stretching guides provide stretches that have been identified to be effective for the 3 employee categories as described above.

Office Employee Stretching Guide

Laboratory Employee Stretching Guide

Industrial/ Operations Employee Stretching Guide

Ergonomic Reference Guides

The ergonomic reference guides provide details for employees to set up their workspace or adhere to good practices that maximize proper ergonomics.

Office Ergonomic Reference Guide

Laboratory Ergonomic Reference Guide

Industrial/ Operations Ergonomic Reference Guide

Product Guide

The Environmental Health & Safety Department of Texas A&M College Station prepared a guide of various ergonomic products that have been successful in helping employees maintain proper ergonomics. **They do not specifically endorse the products.



Desktop Reminder Programs

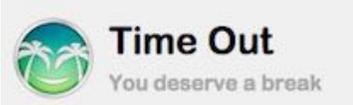
Apps for PC		
		
Awareness	This application chimes after 1 hour of continuous computer use to prompt a break. There will also be a timer counting in the menu bar to log the amount of time the computer has been used without a break	http://iamfutureproof.com/tools/awareness/
		
Big Stretch Reminder	This application has a large amount of customizability as the frequency and length of breaks, types of alerts, sound and many more options can be chosen by the user.	http://monkeymatt.com/bigstretch/
		
Workrave	An application that can be customized that reminds the employee to take microbreaks throughout the day.	http://www.workrave.org/
Apps for Mac		



Awareness

Subtle awareness of time spent on the computer.



Awareness	This application chimes after 1 hour of continuous computer use to prompt a break. There will also be a timer counting in the menu bar to log the amount of time the computer has been used without a break	http://iamfutureproof.com/tools/awareness/
		
Time out	This application can prompt microbreaks or normal breaks and they can be set at certain intervals and for specified lengths of time.	https://itunes.apple.com/us/app/time-out-free/id402592703?l=en&mt=12



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