2019

CAL MARITIME

Ergonomic Assessment Plan

INJURY ILLNESS PREVENTION PROGRAM

*This sheet should be completed each time the **Ergonomic Assessment Plan** is reviewed and/or modified. The Director of Safety and Risk Management is responsible for the review and update this document annually or more frequently as determined or needed per CSU Chancellor's Executive Order 1039 Occupational Health and Safety Policy, 1069 Risk Management as well as Cal Maritime A&F Policy 09-004 IIPP.*

Version	Date Approved	Author	Revision Notes:
1.0	04/01/2018	Marianne Spotorno, CSP Dir. Safety & Risk Management	New Program Document
2.0	08/01/2019	Marianne Spotorno, CSP Dir. Safety & Risk Management	• Campus Emergency Response update. • TSGB component update

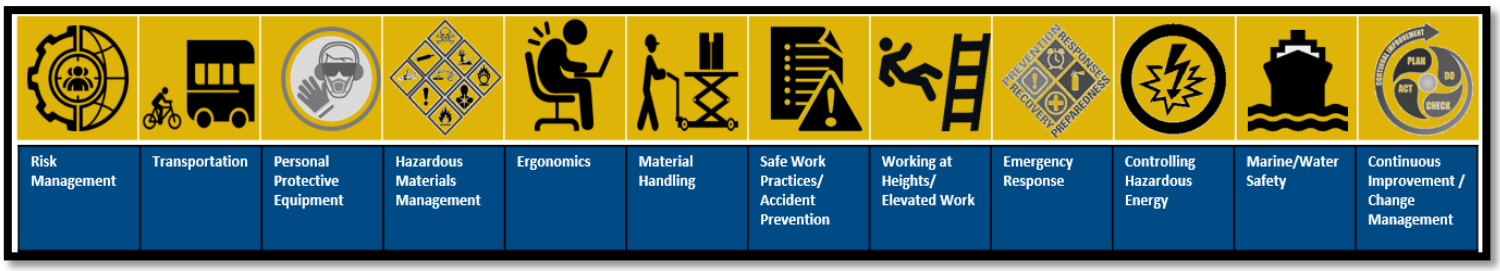


Table of Contents

1.0 Purpose & Scope

The purpose of the Injury Illness Prevention Program (IIPP) is to outline Cal Maritime's environmental health and safety requirements, expectations, and responsibilities in order to achieve effective campus safety performance through Integrated Safety Management (ISM). The **Ergonomic Assessment Pla**n is a subject specific component the supports the overall University IIPP.

This Manual applies to all Cal Maritime operations, maintenance and construction activities under the supervision of Cal Maritime personnel. For activities associated with the Training Ship Golden Bear (TSGB) refer to the Vessel Operating Manual (VOM) and/or Shoreside Administrative Manual (SAM). The TSGB is a subject specific component that supports the overall University IIPP.

1.1 Regulatory Standards Reference

Cal Maritime and its subcontractors shall comply with the following requirements.
In case of conflict or overlap of the below references, the most stringent provision shall apply.

- Occupational Safety and Health Act (OSHA), 1904, 1910, 1915,1917,1918,1926
- California Code of Regulations (CCR), Title 8, GISO, CSO, ESO
- §5110. Repetitive Motion Injuries
- Federal OSHA

1.2 CSU-System & Cal Maritime Specific Reference

For additional information on Cal Maritime environmental health and safety policies, refer to:

- CSU Executive Order 1039, 1056, 1069
- Cal Maritime Policy AF 09-003, AF 09-004

1.3 Other Resources

- CalOSHA-Easy Ergonomics
- CalOSHA-Fact Sheet
- CalOSHA- Publication guides- Jump to Ergonomic section and select document

2.0 Administrative Duties & Responsibilities

It is the policy of the Cal Maritime to maintain a safe and healthy work environment for each employee (including student and contract employees), and to comply with all applicable occupational health and safety regulations. This Injury and Illness Prevention Program (IIPP) is intended to establish a framework for identifying and correcting workplace hazards within the department, while addressing legal requirements for a formal, written IIPP.

To assist Cal Maritime in providing a safe, compliant, environmentally sound, and more sustainable operation, each department or operational unit is expected to review, understand, and follow the guidance provided in the Injury Illness Prevention Program components and the and the function of the integrated campus safety management system (ICSMS) as related to operations under their control.

In a proactive behavior based environmental health and safety model that entire campus community participation reflects a process that embraces the ability to;

- Eliminate adverse conditions which may result in injury or illness,
- Recommend the establishment of programs to raise safety consciousness in the community, and
- Achieve and maintain a beneficial relationship through continuing communication on issues relating to environmental health and occupational safety.

2.1 Employees (Including Student workers)

It is the responsibility of all faculty and staff to proactively participate and subsequently comply with all applicable health and safety regulations, Cal Maritime policies, and established safe work practices. This includes, but is not limited to:

- Observing health and safety-related signs, posters, warning signals and directions.
- Learning about the potential hazards of assigned tasks and work areas.
- Taking part in appropriate health and safety training.
- Following all safe operating procedures and precautions.
- Participating in workplace safety inspections
- Using proper personal protective equipment.
- Inform coworkers and supervisors of defective equipment and other workplace hazards without fear of reprisal.
- Reviewing the building emergency plan and assembly area.
- Reporting unsafe conditions immediately to a supervisor, and stopping work if an imminent hazard is presented.

2.2 Department of Safety and Risk Management (SRM)

The Director of Safety and Risk Management (SRM), as delegated by the University President, is responsible for the implementation and administrative management for Cal Maritime's Injury Illness Prevention Program (IIPP) that meets the requirements of California Code of Regulations (CCR), Title 8, section 3203) as well as other applicable California and Federal Occupational Safety and Health (Cal-OSHA) requirements.

Further responsibilities are outlined below:

- Provide advice and guidance to all university personnel concerning IIPP compliance requirements;
- Provide centralized monitoring of campus activities related to implementation of campus IIPP;
- Ensure scheduled periodic safety inspections are performed in compliance with regulatory requirements and assist management staff in identifying unsafe or unhealthful conditions;
- Ensure safety and health training programs comply with regulatory requirements and university policy;
- Oversee the maintenance of safety and health records consistent with the requirements of this document and regulatory mandates;
- Ensure program audits, both scheduled and as required by a process, equipment or personnel change, or by a safety program mandate, are performed;
- Interpret existing or pending safety and health legislation and recommend appropriate compliance strategies to university personnel;
- Maintain centralized environmental and employee monitoring records, allowing employee access as directed by law.
- Conduct at least an annual review of this document and make the current revision available on the SRM web site.

2.3 Deans, Directors, Department or Operating Unit Management

Campus Department or Operating Unit Head leadership have an integral campus role and shall have a thorough understanding of Injury Illness Prevention Program components and the function of the integrated campus safety management system (ICSMS) as related to operations under their control.

- The Department Head has primary authority and responsibility to ensure the health and safety of the department's faculty, staff and students through the implementation of the Injury Illness Prevention Program components. This is accomplished by communicating the Cal Maritime's campus emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.
- Specific areas include employee and student (both student employees and students in academic programs) education and training, identification and correction of unsafe conditions, and record keeping. It is recognized that a substantial amount of responsibility falls at this level.
- Colleges and Departments are encouraged to designate an individual as the College or department safety coordinator, to assist with specific operational environmental health and safety process management components.

2.4 Supervisors and Principal Investigators

Supervisors play a key role in the implementation of the Cal Maritime's Injury Illness Prevention Program components. Supervisors may be Management, Senior Research Associates, Department Chairs, Principal Investigators, or others who oversee a project and/or staff. They are responsible for but not limited to:

- Communicating to their staff and students about Cal Maritime campus's emphasis on health and safety.
- Ensuring periodic, documented inspection of workspaces under their authority.
- Promptly correcting identified hazards.
- Modeling and enforcing safe and healthful work practices.
- Providing appropriate safety training and personal protective equipment.
- Implementing measures to eliminate or control workplace hazards.
- Stopping any employee's work that poses an imminent hazard to either the employee or any other individual.
- Encouraging employees to report health and safety issues without fear of reprisal.

2.5 Academic Programming Faculty and Advisors

It is the responsibility of Faculty, Academic Programming Advisors other Cal Maritime related activities and student clubs to:

- Develop procedures to ensure effective compliance and support of the Injury and Illness Prevention Program components as it relates to operations under their control. Specific areas of responsibility include student education and training, identification and correction of unsafe conditions, and incident reporting.
- Develop and maintain written classroom, laboratory, and activity procedures which conform to regulatory, campus and departmental guidelines.
- Instruct students in the recognition, avoidance, and response to unsafe conditions, including hazards associated with non-routine tasks and emergency operations
- Permit only those persons qualified by education and training to operate potentially hazardous equipment or use hazardous materials, unless under close supervision.
- Supervise students in the performance of activities.

2.6 Students- Cadets

Students are expected to always adhere to safety practices presented by faculty, technical staff, student assistants, graduate assistants or other authorized individuals. They must also report potentially hazardous conditions that become known to them. These reports should be made to their supervisors, faculty advisers, Department of Safety and Risk Management, or other responsible parties.

2.7 Station Users

- Is trained on and applies "Safe-Work Rules" for users as outlined in this program.
- Always selects and uses equipment in a safe manner.
- Visual inspect prior to use.
- Alerts Owner Department Management when equipment needs repair/replacement.
- Proactively use Stop Work Authority when they feel there is an unsafe condition present by means of communicating with Department Management and SRM to work collaboratively to resolve and improve identified or perceived condition.

3.0 Process Management

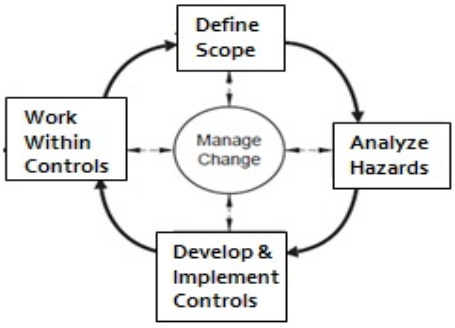
3.1 Hazard Identification, Risk Assessment & Control (HIRAC)

3.1.1 Integrated Safety Management (ISM)

Cal Maritime is committed to having all campus-related work performed safely and in a manner that strives for the highest degree of protection for the Campus Community. To achieve these goals, Cal Maritime implements, the principles of safety through an Integrated Campus Safety Management System (ICSMS).

Simply put, ICSMS applies a plan-do-check-act approach to campus safety management. Five core activities represent the plan-do-check-act approach, and comprise the underlying process for any construction work activity. The five core activities are:

1) Define the Scope of Work
2) Analyze the Hazards
3) Develop and Implement Hazard Controls
4) Perform Work Within Controls
5) Provide Feedback and Manage Change



The identification and analysis of workplace hazards is part of the pre-work planning process. The goal of this core activity is to ensure that the hazards associated with construction work activities are clearly understood and appropriately managed. All new campus work activities, changes to existing work or introduction of new equipment or processes (which introduce new hazards or increase the hazard level) need to be reviewed to analyze hazards, identify safety standards/requirements, and establish appropriate controls. Safety conditions and requirements need to be formally established and in place before construction work is initiated.

The campus Job Hazards Analysis (JHA) process is the principle method for achieving this.

3.1.2 Hazard Identification, Risk Assessment &Determining Control Table (HIRAC)

The EHS Hazard Identification, Risk Assessment and Determining Control Table (HIRAC) process is used to identify, assess and risk-rank Cal Maritime campus-related activities in order to ensure that Cal Maritime Campus Safety programs, activities and work controls are appropriately addressing construction risks. The initial HIRAC assessment and risk-ranking of campus-related activities was conducted during the third quarter, AY 2016-2017. The HIRAC assessment will be reviewed annually, when new campus-related activities are introduced that create or modify assessed risks, and when worksite observations or accident/incident experience identify previously unrecognized or incorrectly categorized risks.

3.1.3 Application of Hierarchy of Controls

In developing hazard controls and preparing the Job Hazard Analysis submittal, the campus shall select means and methods to mitigate worker exposure to workplace hazards using the Hierarchy of Controls as specified in the American National Standards Institute (ANSI) Z10-2005 Occupational Health and Safety Management Systems.
The campus shall make a good faith effort to analyze each hazard and identify the appropriate control(s) using the following hierarchy:

- Elimination or substitution of the hazards where feasible and appropriate;
- Use of engineering controls where feasible and appropriate;
- Application of work practices and administrative controls that limit worker exposures; and
- Provision and use of personal protective equipment

3.1.4 Job Hazards Analysis (JHA)

For the purposes of this section Job Hazard Analysis (JHA) and Job Safety Analysis (JSA) can be used synonymously. A JHA/JSA can be incorporated into a Pre Task Plan, provided there is a section for employees to review, comment and sign. Core

components of the scope of work and relative hazards can be electronically completed ahead of time, provided there is room for current site conditions are able to be readily added as applicable. When the scope or conditions change, the change in work plan should be noted in a different colored pen with employee's initially that they have been briefed on the change.
The Department of Safety and Risk Management will work with individual Departments to develop a master Campus JHA library.

- Each employee scheduled to work in the activities identified below shall receive safety training in those activities prior to working on them.
- Subcontractors shall submit a Job Hazards Analysis (JHA) for those construction activities meeting the requirements for performing JHA (see below). The JHA shall be reviewed and authorized to proceed by the Cal Maritime Department of Safety and Risk Management before work commences.
- Subcontractor shall be responsible for submitting a JHA and work procedures to Cal Maritime Department of Safety and Risk Management for review a minimum of seven days prior to the start of work for most work activities.

3.1.4.1 JHA Requirements

A JHA shall be written based on the following conditions:

- Jobs with the highest injury or illness rates
- Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents
- Jobs in which one simple human error could lead to a severe accident or injury
- Jobs that are new to your operation or have undergone changes in processes and procedures
- Jobs complex enough to require written instructions.

If not otherwise specified in a particular project specification, the JHA shall be performed in accordance with the OSHA 3071.

JHA processes. In general the JHA will include:

- Description of work phase or activity
- Identification of potential hazards associated with the activity
- Address further hazards revealed by supplemental site information (e.g., site characterization data, as-built drawings) provided by the subcontractors construction manager.
- A list of the Subcontractor's planned controls to mitigate the identified hazards
- Identification of specialized training required
- Identification of special permits required
- Name of the Subcontractor's Competent Person(s) responsible for inspecting the activity and ensuring that all proposed safety measures are followed.

3.2 Hazard Assessment

⚠ *Note: Each Operation will have its own JHA, refer to the JHA Library for more details.*

GENERAL HAZARD IDENTIFICATION & CONTROL MEASURES FOR OFFICE ERGONOMICS			
TASK	**HAZARD**		**HAZARD CONTROLS & PROTECTION MEASURES**
ADMINISTRATIVE/OFFICE	**Work Station:** Muscle-skeletal disorders, eye/body strain and fatigue		⚓ Ensure workstation is ergonomically correct for the person using the workstation. ⚓ Ensure proper lighting so that there isn't a glare in order to prevent eye strain. ⚓ Review phone placement and accessories so that operator is sitting square and limiting excessive head/neck tilt in order to prevent neck strain
	Use of office equipment: Electrocution, electrical shock, bruising and miscellaneous injuries		⚓ Ensure all electrical equipment is properly grounded. (i.e. three prong electrical plugs) and in proper working order before using. Strictly follow all manufactures precautions and recommendations. ⚓ **DO NOT** overload circuits by stringing multiple power strips (also known as daisy chaining)
	Walking in offices, buildings hallways and stairs		⚓ Ensure all walking and working surfaces have been properly maintained, properly lit, are free of debris and remove potential tripping hazards. ⚓ Use handrails when using stairs. ⚠ Note: No opened toed footwear is allowed in food operations ⚠ Note: No opened toed footwear is allowed on T.S. Golden Bear

TRAINING REQUIREMENTS			
	***DO NOT use this equipment unless an instructor or shop supervisor has instructed you in the safe use and operation and has authorized you to operate this equipment.***		
✓ IIPP	✓ Dept. Specific	✓ Operators/Owner's Manual	✓ Other:

PERSONAL PROTECIVE EQUIPMENT									
									
Eye Protection	**Foot Protection**	**Hand Protection**	**Hearing Protection**	**Body Protection**	**Head Protection**	**Respiratory Protection**	**Fall Protection**	**Face Shield**	**OTHER**
When exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation...	When working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or will protect the affected	When hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns	When exposed to a time weighted average noise level of 85 dBA or higher over an 8 hour work shift.	When exposure to: Intense heat, hot metals, other hot liquids Impacts from materials that can cut, burn Hazardous chemicals Or potentially infectious materials	Where there is a potential for injury to the head from falling objects and/or when there is a risk of impact to head	May be required if removal of contaminants from the air does not fall below permissible exposure level.	When there is a risk of falling from a height greater than 4ft GSO 6ft CSO 6ft MSO When working in confined space	Face shield can be used over the glasses if there is a presence of a lot of flying debris.	

3.2.1 Exposures

- **Awkward Postures**
  - Reaching, twisting, bending, working overhead, pinch grips, holding of fixed positions, squatting, kneeling
- **Repetitive Motions**
  - Same types of motions performed over and over again using the same muscles, tendons, and joints (typing data entry, transposing, exercise, hobbies, etc.)
- **Forceful Exertions**
  - Amount of muscular effort expended to perform work, load shape, grip type, effort required, length of time of the continuous force, number of times load is handled per hour, body posture.
- **Pressure Points**
  - Sides of fingers, palms, wrists, forearms, elbows, knees (i.e. resting forearms or wrists against sharp edges on a desk or work table)
- **Vibration**
  - Motion, from minimal to excessive, caused usually as a result of an operating motor, tools such as sanders, grinders, chippers, routers, drills, saws, etc.

3.2.2 Control Methods

- **Engineering Controls**
  Engineering control measures should be addressed as the first line of defense to eliminate or reduce ergonomic hazards that employees are exposed to. It is important to design out the problem when this approach is feasible.
- **Administrative Controls**
  - Job enlargement
    - Have employees perform more parts of a job rather than one specific task repeatedly.
  - Job rotation
    - Cross-train employees to perform other jobs. Rotate employees in jobs that use different muscle groups, if possible.
  - Work breaks
    - Have employees take frequent short breaks from repetitive tasks throughout the day.
- **Personal Protective Equipment (PPE)**
  Although not recognized as an effective means of controlling hazards and do not take the place of engineering or administrative controls, there are acceptable forms of PPE, which include kneepads and various types of gloves including anti-vibration.
- **Training**
  Training provides information for mitigating ergonomic hazards, strategies to improve a workstation layout, and stress reduction exercises.

3.3 General Computer User Guidelines

The following guidelines are intended to help computer users understand and reduce health risks associated with computer workstations. Since no two bodies are identical, different styles, models and sizes of furniture and accessories may be needed.

During the workstation assessment, equipment adjustments (monitor height, keyboard, chair, etc.) with the employee will be made at that time. SRM will provide guides and review proper workstation set up during the assessment. Any recommendations following the assessment will be forwarded to employee's supervisor and/or manager for further corrective actions.

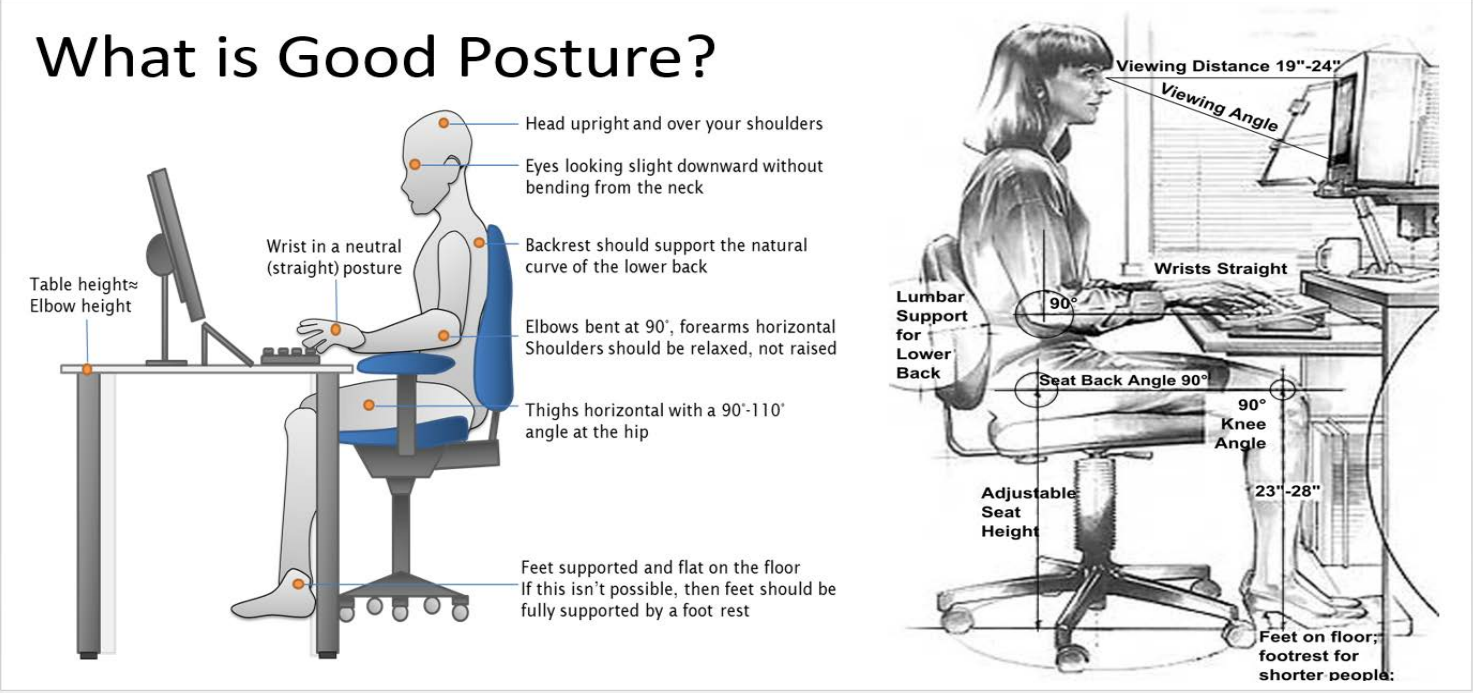
General guidelines for setting up a workstation are listed below.

3.3.1 Prevention

Prevention is the key to reduce or eliminate the risk of developing a cumulative trauma disorder. Prevention includes the use of good body mechanics, good ergonomic design (engineering controls), and the use of administrative controls. Early intervention makes a difference for employees who experience symptoms such as pain, numbness, tingling, or tenderness in the fingers, hands, arms, or muscle pain in the back, shoulders, or other parts of the body from lifting or other body motions. It is important for employees to report early signs and symptoms of work-related CTDs to their manager and/or supervisor and to follow up with SRM for evaluation.

3.3.2 Good Body Posture

Using good body posture is important for minimizing the risk of developing a CTD. Equipment, tools, and furniture are an important part of the work environment. Since frequent use of these items does have a significant impact on job performance and overall health, good body posture is essential when equipment, tools, and furniture are used.



3.4 Workstation Assessment

The purpose of the workstation assessment is to ensure computer users are using proper ergonomic practices at their workstation or when a computer user is experiencing some type of biomechanical stress. The assessment can help management and SRM determine which workstations and individuals should be targeted for further evaluation or additional ergonomic needs. Workstation assessments can be requested at any time, but the assessment must be authorized by the employee's supervisor/manager.

3.4.1 Placement Zone

The placement zone is the area in which an employee performs most routine tasks, whether repetitive movements (e.g., typing at a keyboard) or less frequent movements (e.g., lifting). Work should be arranged to be within easy reach and usual work located within 12 inches of the employee. Frequently used materials should be located within arm's distance from the operator employee (18 inches at the maximum). Such an arrangement reduces potential stress to the back, shoulders, and arms by avoiding awkward postures and positions.

3.4.2 Wrist Rest

- When resting use a wrist rest for support to help maintain a neutral wrist.
- Use a wrist rest for cushioning to protect the wrist from resting on a hard or sharp work surface.

3.4.3 Chair

Some of the key items to consider in an ergonomic chair are:

- Use a chair that is stable, mobile, swivels, and allows for operator movement.
- Use a chair that provides proper lower back support. The back support should be easy to adjust backward, forward, up, and down. A properly adjusted chair is important to help reduce or prevent stress on the back.
- Use a chair that has an adjustable seat height. Raise or lower the chair to a comfortable height such that the thighs are parallel to the floor and the knees are at a 90 – 110 degree angle. Rest the feet flat on the floor or use a footrest.
    - Use the armrests if they allow maintaining elbows at a 90 – 100 degree angle. If the armrests obstruct sitting posture, then adjust the armrests, or get a chair that allows proper posture, or use a chair without armrests.
    - Use a chair with an adjustable seat plan allowing the back of the legs to not contact the front of the seat pan.

3.4.4 Work Surface

- Adjust the work surface so that the keyboard is at the correct height to maintain proper posture (i.e., elbows at keyboard height with the forearms parallel to the floor).
- Use a table large enough to hold the keyboard, monitor, wrist rest, mouse or trackball, and a document holder for all necessary documents.
- Keep adequate clearance under the table for leg length, knee height, and thighs.

3.4.5 Monitor

- Position the monitor directly in front of you.
- Position the monitor at a comfortable viewing distance from the eyes, typically arm's distance (18-24 inches, but may vary due to monitor size and corrective lenses); the proper viewing height should reflect the top of the display screen at 2" to 3" above the users eye level height; and the viewing angle should be approximately 15-30 degrees below the horizontal line of sight.
- Use a monitor that tilts and rotates.
- Use a monitor that has adjustable contrast and brightness.
- Adjust the contrast to a high level and the brightness to a low level to minimize or prevent eyestrain.
- Keep the screen clean because dust reduces character clarity and reflects light.

- Adjust and position the monitor to minimize glare and reflections from overhead lights, windows, etc. or use anti-glare screens.

3.4.6 Keyboard

- Use a keyboard that is detached from the monitor.
- Position the keyboard directly in front of you.
- Position the keyboard approximately at elbow height.
- Adjust the keyboard angle to a comfortable position; a slight negative angle should exist for the keyboard placement to allow for maximum comfort and neutral positioning of the user's hands on the keyboard.
- The control to adjust the angle is located at the rear of the keyboard.
- Hands should glide over the keys. Use a light touch for typing, keeping the hands and fingers relaxed.

3.4.7 Other Input Devices

- When using a mouse, trackball, or special keypads, place the wrist in a neutral position.
- When using a mouse, trackball, or special keypads, rest the arm and hand close to the body and at a natural elevation - not reaching forward or raising the shoulder.
- Locate the input device adjacent to the keyboard so it can be accessed without stretching or leaning over to one side.
- Use the whole arm to move the input device instead of just the wrist.
- If the arm is resting on the table edge (hard work surface) when using the mouse or trackball, then use a mouse pad rest to provide cushion.

3.4.8 Document Holder

- Use a document holder that has an adjustable height.
- Use a document holder large enough to support the documents the operator uses.
- Position the document holder beside and parallel to the display screen.
- Position the document holder at the same height and distance as the display screen. Such positioning minimizes the amount the operator has to turn his/her head to look from the document to the display screen and reduces eye muscle fatigue by maintaining the same focal distance.
- Document holders that rest under the monitor and have an angled platform in line with the screen and operator are also acceptable.

3.4.9 Footrest

A footrest may be necessary if the operator cannot rest his/her feet comfortably on the floor.

- Use a footrest that has an adjustable height and heel stop.
- Use a footrest that is large enough to allow for operator movement.

3.4.10 Eyewear

- Employees should have eye check-ups on a regular basis.

3.4.11 Exercises

- For the eyes, look away from the work to a distant point at least every hour.
- For the body, stretch the neck, shoulders, back, legs, arms, and fingers at least twice a day.
- Stand up and walk around often to increase blood flow circulation.

3.5 Industrial Ergonomics

When ergonomics is applied at an industrial work area (e.g., workshops, labs, and equipment repair areas) it is referred to as "Industrial Ergonomics." It can encompass all other workstations except a general office workstation. The CTD risk factors are still relevant, only the setting is different. As mentioned previously, good body posture should always be employed to minimize muscle tension and body strain.

3.5.1 Manual Material Handling

Manual material handling involves sitting, lifting, lowering, and carrying objects; it may also involve getting up and down from a standing position. All of these movements involve using the back. To avoid the risk of developing back problems, ergonomic principles should be applied while using the back. If ergonomics is ignored, daily stresses on the muscles, joints, and disks in the back can eventually cause a CTD in the back. For objects that are too heavy or bulky for safe manual handling by employees, mechanical lifting devices must be used for lifting and moving.

3.5.2 When Lifting Objects

To minimize the risk of developing a CTD in the back, employees should follow these guidelines:

- Keep the back/torso erect with the natural curve of the spine intact.
- Keep the load close to the body.
- Lift and carry a heavy load with two hands instead of one.
- Bend at the knees to lift objects, not the back.
- Store loads above knee heights, but below shoulder height.
- Avoid bending forward or backward or twisting while lifting or carrying the load.
- Do not lean forward, backward, or to either side without support.
- Avoid lifting, pushing, or pulling a load that is too heavy. Always get assistance when needed.

The maximum weight of the load that can be handled will vary for each employee.

3.5.3 Preventing Back Injuries:

- Avoid lifting, bending, or reaching whenever you can. Use a cart, dolly, cranes, hoists, lift tables, and other lift-assisting devices.
- Place objects off the floor, ideally waist high.
- Test the weight of an object, before lifting, by picking up a corner.
- Get help if the load is too heavy for you to lift it alone.
- When lifting an object:
  - Take a balanced stance, feet shoulder width apart.
  - Squat down to lift, get as close as you can to the object
  - Get secure footing and a good grip, and then hug the load.
  - Lift gradually using your legs, keeping the load close to you and keeping the back and neck straight.
  - Once standing, change directions by pointing your feet and turn you whole body.
  - Avoid twisting at the waist.
  - To put a load down, use these guidelines in reverse.

3.5.6 Hand Tools

Improper hand tool selection or improper use of tools can cause CTDs. Hand tools should fit the employee's hand; employees with small hands or who are left-handed may need tools designed specifically for these situations. Hand and wrist posture are important because they affect how much force the muscles must produce to hold objects. When selecting and purchasing hand tools, these guidelines should be followed:

- Select tools that allow the wrist to be held straight and that minimize twisting of the arm and wrist. Good working posture can be maintained when properly designed tools are used.

- Select tools that allow the operator to use a power grip, not a pinch grip. Minimal muscle force is required to hold objects in a power grip posture. The pinch grip requires excessive fingertip pressure, and can lead to a CTD.
- Avoid tools that put excessive pressure on any one spot of the hand (i.e., sides of fingers, palm of the hand)**.**
- For power or pneumatic tools, select tools with vibration dampening built in whenever possible. Provide personal protective equipment such as gel-padded padded gloves to reduce exposure to vibration.

3.6 Ergonomic Equipment Purchases

Ergonomic equipment recommended as a result of an ergonomic assessment conducted by SRM department will be approved and purchased by the employee's department. Ergonomic equipment purchased will be the property of the department that purchased the equipment.

As part of the ergonomic workstation evaluation procedure, SRM will initially evaluate the employee's current equipment including, but not limited to chair, keyboard, articulating keyboard tray, headset and/or ancillary equipment. In some cases, the employee may have been issued ergonomic or adjustable equipment that may need to be properly adjusted for fit and function and not replaced.

3.6.1 Purchase Justification

Ergonomic equipment, both industrial and clerical, inherently due to technical advancements and engineering costs, is more often than not, expensive. It is for this reason that this type of equipment will not be purchased without management review and approval and after an ergonomic workstation assessment has been conducted. Ergonomic equipment will not be recommended for replacement or purchase for any of the following rationales:

- Decorative reasons such as style or color
- Functional equipment will not be replaced due to age of the equipment
- Other department work stations have replaced equipment

3.7 Medical Management

All work related injuries or symptoms are managed through the Workers' Compensation Manager in Human Resources. Human Resources can provide guidance to supervisors who have an employee who is under doctor care in order to ensure employees do not aggravate the medical condition. Managers will also ensure corrective actions at the workstation have been implemented to prevent such injuries or symptoms from reoccurring.

4.0 Training Requirements

Effective dissemination of safety information lies at the very heart of a successful Injury and Illness Prevention Program. It is essential to provide training for employees concerning general safe work practices as well as specific instruction with respect to hazards unique to each employee's job assignment.

Training content is determined by the Department of Safety and Risk Management, as well as Department Management which is based upon observed hazards, type of equipment, Department need, and work requirements.

- Providing training from within the department as a part of academic programming, or
- Training provided by CSU-System, or
- Training provided by Cal Maritime SRM, or
- A training provider outside the University.

Note: All outside trainer venders are to be reviewed and content approved by SRM. The Department of Safety and Risk Management, in conjunction with various departments have developed training programs designed to meet general safe work practice requirements. These programs are elements of larger programs which service broad campus needs.

Training is to be documented and kept in a readily accessible location by the Department designee for access reference as needed by Department Management, Department of Safety & Risk Management, or regulatory agency (e.g. CalOSHA). Submit the completed training roster of attendees to the Department of Safety & Risk Management.

Refer to Cal/OSHA Safety & Health Training and Instruction Requirements as outlined.

Both Office and Field personnel must be adequately trained prior to using such equipment.

- Employees should be trained in the following areas:
- Be able to recognize hazards associated with different types of tools and equipment; and the safety precautions necessary for use.
- Be evaluated for office, shop and field work locations for key ergonomic stressors.
- The PPE required to be worn during the use of tools.
- The proper use of hand and power tools and other hand-held equipment
- Be able to recognize potential hazards associated with their scope of work.
- Department-developed standard operating procedures (SOPs) outlining specific safety precautions for certain tools or activities.

Retraining may be necessary to maintain employee knowledge of working with tools or if a near-miss or injury has occurred.

Training is to be documented and kept in a readily accessible location by the Department designee for access reference as needed by Department Management, Department of Safety & Risk Management, or regulatory agency (e.g. CalOSHA). Submit the completed training roster of attendees to the Department of Safety & Risk Management.

Program Administrators are trained on their roles and responsibilities in the management/maintenance of the requirements and inspections outlined in this program.

Refer to Cal/OSHA Safety & Health Training and Instruction Requirements as outlined in Appendix C of the Injury Illness Prevention Program.

5.0 Document Control & Recordkeeping

Essential records, including those legally required for Workers' Compensation, insurance audits and government inspections will be maintained for as long as required. Individual Departments and/or Colleges will also keep records of steps taken to establish and maintain the Injury and Illness Prevention Program.
They must include:

- Records of scheduled and periodic inspections to identify unsafe conditions and work practices. The documentation includes the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the corrective action(s) taken. These records will be maintained for at least three years.
- Documentation of health and safety training for each employee. Specifically, employee name or other identifier, training dates, type(s) of training and the name of the training provider will be included. Records will be retained for at least three years. Standard forms for maintaining this information can be obtained from the Department of Safety and Risk Management.

Training records will be kept in each department and copies will be forwarded to the Department of Safety and Risk Management.

Departments must maintain the following records as part of the hand and portable power tool safety program.

- Employee training records
- Specialized SOPs
- Manufacturer specifications/manuals
- Maintenance/service records

Record	Timeframe/Frequency	Location of Record	Retention Period*
Ergonomic Training-General	Initial, Annual Refresher for affected employees.	Document on Employee's Safety Training Checklist	3-Years
Ergonomic Training-General	Post incident and/or process management change for affected employees.	Document on Employee's Safety Training Checklist	3-Years
Ergonomic Training-Equipment Specific	Initial, Annual Refresher for affected employees.	Document on Employee's Safety Training Checklist	3-Years
Ergonomic Training-Equipment Specific	Post incident and/or process management change for affected employees.	Document on Employee's Safety Training Checklist	3-Years

*Refer to the Injury Illness Prevention Program Document Retention Table and/or California State University Systemwide for more information.

Appendix A: Definitions

ANSI:	American National Standards Institute
Authorized person:	Means a person approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location or locations at the jobsite.
Competent person:	A competent person is a person who is **capable** of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the **authority** to impose prompt corrective measures to eliminate these hazards. *Examples:* **Excavation** - Inspectors 1541 **Fall Protection** Plan implementers & supervisors 1671.1 **Lift Slab Construction** 1522.1
Confined Space:	Is a space that (1) is large enough and so configured that an employee can enter bodily, (2) has limited or restricted means for entry or exit (e.g., tanks, vessels, vaults, shafts, pits), and (3) is not designed for continuous occupancy.
Construction Manager:	Is the Cal Maritime employee responsible for the supervision and field management of day-to-day needs of a construction project. It may be a project superintendent, a craft supervisor, or a lead person.
Construction work:	For purposes of this section, "Construction work" means work for construction, alteration, and/or repair, including painting and decorating. Construction: is any combination of engineering, procurement, erection, installation, assembly, demolition, or fabrication used to create a new facility, or to alter, add to, rehabilitate, dismantle, or remove an existing facility. It also includes the alteration and repair (including dredging, excavating, and painting) of buildings, structures, or other real property, as well as any construction and excavation activities conducted as part of environmental remediation efforts.
Controlled Access Zone (CAZ)	Means an area in which certain work (e.g., overhand bricklaying) may take place without the use of guardrail systems, personal fall arrest systems, or safety net systems and access to the zone is controlled
Imminent Danger:	Is any condition or practice that could reasonably be expected to cause death or serious physical harm (permanent or prolonged impairment of the body or temporary disablement requiring hospitalization) to employees or the public unless immediate actions are taken.
Project Manager:	Is the Cal Maritime employee representative with overall responsibility for a project. This person ensures subcontractor compliance with subcontract documents, including performance, schedule, budget, and safety.
Shall:	Means mandatory
Should:	Means recommended
Subcontractor:	Is a firm that has sole contractual responsibility for execution of the construction work related to a project, and for compliance with all safety, health, and environmental codes, standards, and regulations.
Qualified Person:	A qualified person is a person **designated** by the employer; and by reason of **training**, experience, or instruction has demonstrated the ability to perform safely all assigned duties; &, when required is properly licensed in accordance with federal, state, or local laws and regulations. Examples: Mobile Crane & Tower **Crane** Operators 5006.1(a) **Scaffold** Erection & Dismantling Supervisors 1637(k)(1) **Demolition** 1736 **Personal Fall Arrest** System supervisors 1670(b)

Definitions (cont.)
Ergonomic Specific

Controls	Are any action used to minimize and/or eliminate risk. Controls can be classified into the following types: • **Engineering Controls** – actual physical changes made to the workstation, equipment, materials or facilities that usually results in the elimination of a hazard(s) as a result of the change implemented. • **Administrative Controls**– interventions aimed at reducing exposure to hazards without actual physical changes being made to the workstation and/or equipment. Types of administrative controls can be: o Job rotation o Rest breaks o Limits on work hours o Cross-training o Staffing level changes • **Personal Protective Equipment**–generally thought to be the least effective of the three types of controls; involves the proper use of protective devices (gloves, supports, pads) to assist in attempting to decrease the risk of exposure to the hazard.
Cumulative Trauma Disorders (CTDs)	Is the term for health disorders arising from repeated biomechanical stress on the body due to ergonomic hazards. CTDs are disorders of the muscles, tendons, and/or nerves that develop from or are aggravated by exertions or movement of the body of a repetitious nature. CTDs are also referred to as repetitive motion injuries, repetitive strain injuries, repetitive trauma disorders, and overuse injuries.
Ergonomics	Is the field which is involved in conducting research regarding human characteristics and applying that information to the design or operation of products or systems for optimizing human performance, health, and safety (also known as human factors engineering). It is essentially fitting the job elements and equipment to the person to enhance human performance.
Ergonomic Hazards	Are workplace conditions that pose a biomechanical stress to the worker. Such hazardous workplace conditions include, but are not limited to, faulty workstation layout, improper work methods, improper tools, and job design problems that include aspects of workflow, speed, posture, force requirements, and work/rest cycles. They are also referred to as "stressors".
Personal Protective Equipment (PPE)	Is equipment or other items worn on or attached to the body and used for the purpose of controlling CTD risk. This form of hazard control is the least effective method to control risk. *Note: Splints or wrist braces not considered to be PPE.*
Repetitive Motion	Means to perform the same motion continuously that can be classified as a hazard to the worker(s).
Worksite Analysis	Is the breaking down of the complete working environment into components including personnel, workstation, workplace layout, equipment, supplies, and procedures for the purpose of identifying possible hazards and developing solutions for eliminating or controlling these hazards.

Appendix B: Job Hazard Analysis Template Sample

SAFETY GUIDELINES		
IMAGE	**SCOPE OF WORK/EQUIPMENT USE**	**DEPARTMENT:**
		HAZARD POTENTIAL EVALUATION
		☐Struck By ☐Struck Against ☐Slip/Trip/Fall ☐Caught In/Between ☐Material Handling ☐Equipment Operating ☐Weather Conditions ☐Hazardous Substance ☐Electrical Hazards ☐Obstruction
		SRM-HIRAC 1 2 3 4

TRAINING REQUIREMENTS			
⚠	***DO NOT use this equipment unless an instructor or shop supervisor has instructed you in the safe use and operation and has authorized you to operate this equipment.***		⚠
❑ IIPP	❑ Dept. Specific	❑ Operators/Owner's Manual	❑ Other:

PERSONAL PROTECIVE EQUIPMENT									
									
Eye Protection	**Foot Protection**	**Hand Protection**	**Hearing Protection**	**Body Protection**	**Head Protection**	**Respiratory Protection**	**Fall Protection**	**Face Shield**	**OTHER**
When exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation...	When working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or will protect the affected	When hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns	When exposed to a time weighted average noise level of 85 dBA or higher over an 8 hour work shift.	When exposure to: Intense heat, hot metals, other hot liquids Impacts from materials that can cut, burn Hazardous chemicals Or potentially infectious materials	Where there is a potential for injury to the head from falling objects and/or when there is a risk of impact to head	May be required if removal of contaminants from the air does not fall below permissible exposure level.	When there is a risk of falling from a height greater than 4ft GSO 6ft CSO 6ft MSO When working in confined space	Face shield can be used over the glasses if there is a presence of a lot of flying debris.	

HAZARDS		HAZARD CONTROLS & PROTECTION MEASURES

IF CONDITIONS CHANGE: STOP WORK IMMEDIATELY-REVIEW WITH SUPERVISOR-DOCUMENT HAZARD-REVIEW WITH SRM

SAFE OPERATING PROCEEDURES				
	STEPS/TASKS	HAZARD POTENTIAL		HAZARD CONTROLS & PROTECTION MEASURES
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

NOTES

IF CONDITIONS CHANGE: STOP WORK IMMEDIATELY-REVIEW WITH SUPERVISOR-DOCUMENT HAZARD-REVIEW WITH SRM			
EMERGENCY RESPONSE			EVACAUTION ASSEMBLY POINT
1	First Aid Kit		
2	AED		
3	Emergency phone	Campus Police- 707-654-1111 or 911	

REMINDER: IMMEDIATELY REPORT ALL INCIDENTS, REGARDLESS OF SEVERITY, TO YOUR SUPERVISOR AND THE DEPARTMENT OF SAFETY & RISK MANAGEMENT.

HOUSEKEEPING & SECURITY		SHOP SUPERVISOR MUST BE PRESENT WHEN SHOP IS OCCUPIED
1	Is the work area/site Clean?	Ensure work area is clean daily and that any hazardous materials are properly disposed of daily
2	Is the work area/site Secure?	Ensure lights are turned off and building is locked upon exiting work for the day.
3		

Appendix C: Ergonomic Workstation Assessment Form A

Employee Name					Date		
Department			Evaluator				
Average Daily Station Use	☐ <2hrs	☐ 2-4Hrs	☐ >4hrs	Work hours per day___/_____per week			
Evaluation Type	New Station	Report of Discomfort	Post Incident	Other			
Discomfort	Not experiencing discomfort	Has had some discomfort	Currently in discomfort	Discomfort interferes with work			
Discomfort Location	☐Neck	☐Legs	☐R/L Shoulder	☐R/L Wrist/Hand	☐Back	☐Eyes	☐R/L Elbow	☐R/L Thumb
Additional Notes							

	Work Station/Office Configuration	NOTES	GOOD	NOT	CHANGES MADE
1	Office Lighting				
2	Furniture alignment				
3	Noise				
4	Air Circulation/Ventilation				
	CHAIR	**NOTES**	**GOOD**	**NOT**	**CHANGES MADE**
5	Chair Model:				☐Chair appears in good condition
6	Height (floor to seat) 23”-28”, allows for 90º knee angle. Feet on floor				☐Chair height adjusted
7	Back supported by backrest				☐Backrest adjusted (2-3 fingers between seat front and backrest)
8	Seat depth (distance front to back)				
9	Seat width				☐Armrest adjustment. ☐Recommend wider chair
10	Seat to Back Angle 90º				☐Adjust angle
11	Armrest allow good access to desk/computer				☐Height adjustment. ☐Armrests removed
	KEYBOARD/MOUSE	**NOTES**	**GOOD**	**NOT**	**CHANGES MADE**
12	Shoulders relaxed (not elevated)				☐Keyboard/employee repositioned
13	Keyboard at or near elbow level, Elbow Angle 90º				☐Keyboarded raised Keyboard lowered Chair adjusted
14	Keyboard within easy reach				☐Keyboard/employee repositioned
15	Wrists straight/ neutral when typing				☐Keyboard/employee repositioned as needed
16	Wrists straight/ neutral when resting				☐Keyboard/employee repositioned as needed
	MONITOR	**NOTES**	**GOOD**	**NOT**	**CHANGES MADE**
17	Monitor centered in front of user				☐Monitor position adjustment
18	Viewing distance comfortable 19”-24”				☐Monitor position adjustment
19	Top of screen at or near eye level				☐Monitor position adjustment
20	Screen free from glare or reflection				☐Monitor tilt adjust as needed
	DOCUMENTS	**NOTES**	**GOOD**	**NOT**	**CHANGES MADE**
21	Documents positioned properly for writing				☐ Repositioned for neck, arm and back, comfort
22	Documents positioned properly for viewing				☐Repositioned Reconsider document holder

Appendix C: Ergonomic Workstation Assessment Form B

CAL MARITIME

Ergonomic Workstation Assessment

Section 1: Pre-Assessment Information

Please respond to the following as it pertains to your current workstation/assignment.

Name:					**Work computer use:**			hrs/day
Department:					**Home computer use:**			hrs/day
Date:	**Proficient typist:**	Y	N		**Average phone use:**			hrs/day
How long at this workstation:	**Use numeric keypad:**	Y	N		**Rest breaks:**			breaks/hr
Office Location:	**Corrective lenses:**	Y	N		**Dominant hand:**	Left	Right	Both
Height:	**Lenses:**	Reading	Bifocal	Trifocal	Progressive	Computer		

Section 2: Discomfort Survey

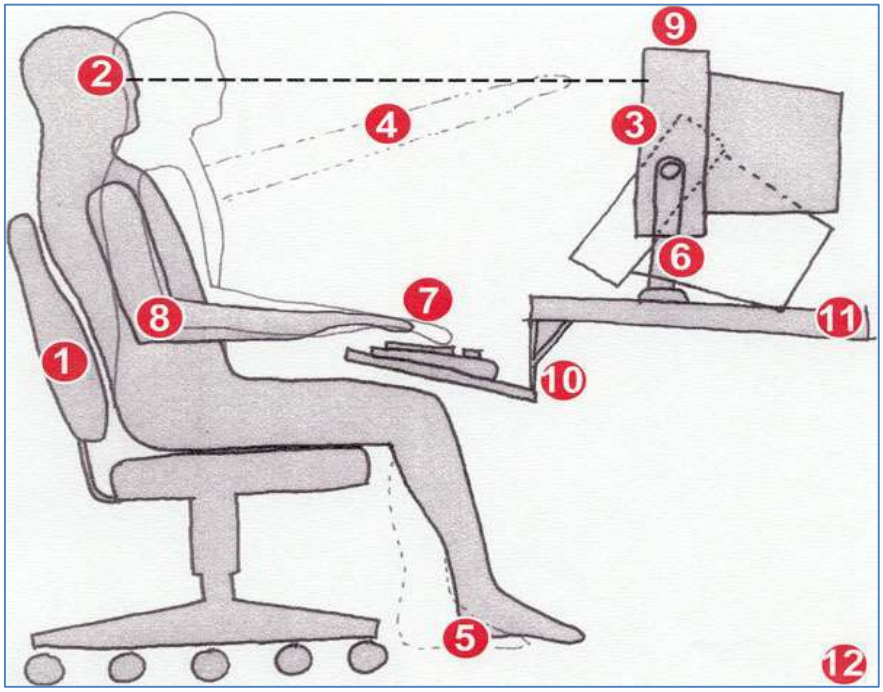
INSTRUCTIONS: Complete the **Pre-Assessment Discomfort Survey** (below) and return to the Department of Safety & Risk Management(SRM). When received you will be contacted to schedule your workstation evaluation.

		Pre-Assessment				Post-Assessment			
		Do you experience discomfort in your:	During the last week, how severe would you rate your discomfort?			Do you experience discomfort in your:	During the last week, how severe would you rate your discomfort?		
			Slight	Moderate	Severe		Slight	Moderate	Severe
Neck		☐	☐	☐	☐	☐	☐	☐	☐
Upper back		☐	☐	☐	☐	☐	☐	☐	☐
Lower back		☐	☐	☐	☐	☐	☐	☐	☐
Eyes		☐	☐	☐	☐	☐	☐	☐	☐
Shoulder	left	☐	☐	☐	☐	☐	☐	☐	☐
	right	☐	☐	☐	☐	☐	☐	☐	☐
Upper arm	left	☐	☐	☐	☐	☐	☐	☐	☐
	right	☐	☐	☐	☐	☐	☐	☐	☐
Elbow	left	☐	☐	☐	☐	☐	☐	☐	☐
	right	☐	☐	☐	☐	☐	☐	☐	☐
Forearm	left	☐	☐	☐	☐	☐	☐	☐	☐
	right	☐	☐	☐	☐	☐	☐	☐	☐
Wrist	left	☐	☐	☐	☐	☐	☐	☐	☐
	right	☐	☐	☐	☐	☐	☐	☐	☐
Hand	left	☐	☐	☐	☐	☐	☐	☐	☐
	right	☐	☐	☐	☐	☐	☐	☐	☐
Hip	left	☐	☐	☐	☐	☐	☐	☐	☐
	right	☐	☐	☐	☐	☐	☐	☐	☐
Thigh	left	☐	☐	☐	☐	☐	☐	☐	☐
	right	☐	☐	☐	☐	☐	☐	☐	☐
Knee	left	☐	☐	☐	☐	☐	☐	☐	☐
	right	☐	☐	☐	☐	☐	☐	☐	☐
Foot	left	☐	☐	☐	☐	☐	☐	☐	☐
	right	☐	☐	☐	☐	☐	☐	☐	☐
Other:		☐	☐	☐	☐	☐	☐	☐	☐

Section 3: Post-Assessment Survey

INSTRUCTIONS: Let us know how you're doing... Complete the **Post-Asessment Survey** sections 4-6 weeks after your evaluation. Return to SRM.	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The adjustments made to my workstation have been beneficial.	☐	☐	☐	☐	☐
2. Since my ergonomic assessment, I feel more comfortable at my workstation.	☐	☐	☐	☐	☐
3. Since my ergonomic assessment, I feel more productive at my workstation.	☐	☐	☐	☐	☐
4. Since my ergonomic assessment, my job satisfaction has improved.	☐	☐	☐	☐	☐

Appendix D: Twelve Tips for an Ergonomic Computer Workstation



1. Use a good chair with a dynamic chair back and sit back in this
2. Top of monitor casing 2-3" (5-8 cm) above eye level
3. No glare on screen, use an optical glass anti-glare filter where needed
4. Sit at arms length from monitor
5. Feet on floor or stable footrest
6. Use a document holder, preferably in-line with the computer screen
7. Wrists flat and straight in relation to forearms to use keyboard/mouse/input device
8. Arms and elbows relaxed close to body
9. Center monitor and keyboard in front of you
10. Use a negative tilt keyboard tray with an upper mouse platform or downward tiltable platform adjacent to keyboard
11. Use a stable work surface and stable (no bounce) keyboard tray
12. Take frequent short breaks (microbreaks)

Source: Cornell University Ergonomics Web. Used with permission for nonprofit educational purpose.

Appendix E: Ergonomic Computer Workstation Options

MICE		
Item	**Description**	**How to Order**
	**3M OPTICAL ERGONOMIC MOUSE** This mouse is clinically proven to alleviate pain and discomfort of repetitive stress injuries in the hand, wrist or arm. Available in Sizes S/M or L. Left or Right Handed option. Available wireless.	**STAPLES** ITEM # R Wireless S/M - 376419 R Wired S/M – 510822 R Wireless Large – 376420 R Wired Large– 510822
	**EVOLUENT VERTICALMOUSE 4** The patented shape supports your hand in a fully upright handshake position that eliminates forearm twisting. Left or Right Handed option. Available wireless.	**STAPLES** ITEM # Right Wired- 1094433 Right Wireless – 795421 795421 Small Right Wired – 943723 414026 Left Wired – 354687
	**KENSINGTON ORBIT TRACKBALL** Quickly and easily navigate through web pages and documents with this trackball that features a scroll ring. Ambidextrous design delivers all-day comfort to either hand. Optical technology provides you with precise tracking	**STAPLES** ITEM # KMW72337
	**KENSINGTON ORBIT OPTICAL TRACKBALL** Diamond Eye optical technology for precise tracking and cursor control. Provides comfort of a mouse and the fingertip control of a trackball. Uses less arm movement and desktop space.	**STAPLES** ITEM # 520251
	**KENSINGTON SLIMBLADE TRACKBALL** Low-profile shape and space-saving design. USB connectivity. Control multiple computer functions. Navigation, media and view modes.	**STAPLES** ITEM # 074531
	**KENSINGTON PROFIT MOUSE** This full-size Right handed Mouse delivers both comfort and reliability. Right handed only. Available wireless.	**STAPLES** ITEM # 074097
	**KENSINGTON PROFIT MID SIZE MOUSE**	**STAPLES** ITEM #: 075286
	**KENSINGTON PROFIT MID SIZE MOUSE** 4-way tilt scroll wheel allows easy scrolling with laser sensor	**STAPLES** ITEM # 073451

	**LOGITECH TRACKMAN MARBLE MOUSE** The ultimate in comfort and trackball performance. Large trackball improves control while reducing hand and wrist motion. Sleek, ambidextrous design that provides long-lasting comfort for either hand.	**STAPLES** ITEM # 795818
	**LOGITECH TRACKMAN M570 MOUSE** The ultimate in comfort and trackball performance. Large trackball improves control while reducing hand and wrist motion. R handed only. Available in Wireless.	**STAPLES** ITEM # 886654
	**GOLDTOUCH ERGONOMIC MOUSE** Ergonomic design supports the hand in a naturally sloping angle that places the wrist in a neutral position. Alleviates muscle fatigue and discomfort caused by pronation of the wrist. Left or Right Handed option. Wireless in R Handed option.	**STAPLES** ITEM # Right- 916208 Right Wireless – 916206 Left- 916207
	**POSTURITE PENGUIN VERTICAL MOUSE** Ambidextrous design. Central "bow-tie" switch for right and left handed use. Easy-glide symmetrical base allows user to rest either hand comfortably along vertical structure. Scroll wheel. Rubberized, concave thumb area.	**STAPLES** ITEM # Wireless Ambidextrous- 1052471 Wired Small- 1052469 Wired Ambidextrous- 1052466 Medium Wireless- 1052468 Wireless Large- 1052470 Large- 1052467
	**CONTOUR DESIGN PERFIT MOUSE** This ergonomically sculpted mouse is designed to support your hand comfortably without the need to clutch the mouse to control it. Available in Sizes S, M, L. Left or Right Handed option.	**STAPLES** ITEM # S-Right – 950758 M-Right – 950761 M-Left – 950756 L-Right – 950762 L-Left – 950757
	**CONTOUR DESIGN ROLLERMOUSE FREE, PRO, R:ED** Eliminates reaching for a traditional mouse, relieving neck, shoulder and elbow pain. There is no gripping necessary. Promotes the equal use of both hands, reducing the risk of injuring your dominant “mousing” hand.	**STAPLES** ITEM # 293441 – RE:D 797864 – Free 2
	**CONTOUR DESIGN ROLLERWAVE PALM REST** Make your Rollermouse even more Ergonomic by adding this palm rest!	**STAPLES** ITEM # 950602
	**GOLDTOUCH WIRELESS AMBIDEXTROUS MOUSE** Easy click buttons and a scroll wheel allow for simple navigation. It also features a textured anti-slip side and base grips for maximum comfort. Functions with one or two AA batteries. Estimated battery life is two months for use with one AA battery, and four months for use with two AA batteries. Plug and play technology, just plug in the wireless USB 2.4 Gh receiver and you’re good to go!	**STAPLES** ITEM # 1641209

	**HANDSHOE ERGONOMIC MOUSE** The Handshoe Mouse "fits like a glove" or, like some people say "feels like a saddle for the hand". Available in Sizes S, M, L. Left or Right Handed option. Available wireless.	**STAPLES** Med R Wireless- Item # 303057 Med L Wireless- Item # 297993 Large R Wireless- Item # 170763 Small R Wired- Item # 571552 Med R Wired- Item # 571523 Large L Wired- Item # 571539
	**HUMANSCALE SWITCH MOUSE** Offers a V-shaped base which places your wrist and forearm into a natural pronation. Equally useful for left or right hand use. Allows you to adjust the mouse's shape to fit the size of your palm.	**STAPLES** ITEM # 763689
	**MICROSOFT WIRELESS EXPLORER TOUCH MOUSE** **TRAVEL**--This revolutionary design allows for scrolling without force on the finger. Great for travel.	**STAPLES** ITEM # 326885
	**MICROSOFT ARC MOUSE** **TRAVEL**--The revolutionary design of the Arc™ Mouse combines the comfort of a desktop mouse and the portability of a notebook mouse. Folds to 60% of its fully expanded size when you're on the go. Great for travel.	**STAPLES** ITEM # IM1T65513 or ZJA00001
	**MICROSOFT ARC TOUCH MOUSE** **TRAVEL**--Nano-receiver conveniently stores in mouse when not in use. Works on different surfaces - rough, glossy or soft. Wireless connectivity. BlueTrack Technology - advanced tracking works on most surfaces like marble, granite and carpet. 2 customizable buttons for easy access to key tasks.	**STAPLES** ITEM # 923878 or #RVF00052
	**MICROSOFT TOUCH MOUSE** Touch-sensitive surface responds to 1-, 2- and 3-fingered gestures. 4-way touch scrolling. Designed for Windows 7 and Windows 8. BlueTrack technology works on virtually any surface. USB: PC	
	**MICROSOFT SCULPT MOUSE** Advanced Ergonomic Design. Thumb scoop. Windows button for one-touch access to the Start screen. Back button. Four-Way Scrolling. USB: PCCordless	**STAPLES** ITEM # 206711
	**MICROSOFT SCULPT COMFORT MOUSE** Cordless, Lens type Optical. Sculpt Comfort Mouse features Bluetooth connectivity, so you can easily pair your device with your PC or tablet and not worry about using cords or transceivers. As well, its BlueTrack technology works on virtually any surface. 4-way scrolling: Scroll left, right, front and back.	**STAPLES** ITEM # 187956

	**LOGITECH T620 TOUCH SURFACE MOUSE** Cordless. Advanced Optical Tracking. USB Interface. Glide through Windows® 8 with simple, intuitive gestures for essential navigation such as horizontal/vertical scrolling, Windows Start screen access, app switching and more. The smooth, rounded shape and designed-for-comfort curves deliver comfortable handling and gesturing for hours on end. Multiple gestures: Swipe to scroll up/down/left/right, back/forward swipe, double tap to access Windows 8 Start screen, and swipe to switch apps or reveal Charms bar.	**STAPLES** ITEM # 984274
	**MICROSOFT WEDGE TOUCH BLUETOOTH MOUSE** **TRAVE**L-Wireless Bluetooth connectivity - no transceiver required. BlueTrack technology - tracks on virtually any surface, whether you're at a conference or a coffee shop. 4-way touch scrolling. Wireless Range: 32.8 feet (10 meters) in open air, up to 16.4 feet (5 meters) in office environment typical. 2-buttons and touch surface. For use with right or left hand.	**STAPLES** ITEM # 953329
	**LOGITECH PERFORMANCE MOUSE MX** Performance mouse. New darkfield laser tracking works on every surface you do — even glass. Interface: USB. Tiny "leave in" receiver stays in your PC or notebook. Micro USB cable for recharging while using or between use. Unmatched performance and control. The flexible recharging system uses a micro-USB cable to recharge your mouse through your computer or a standard wall outlet.	**STAPLES** ITEM # 807877
	**SMART CAT PRO TOUCHPAD MOUSE** Sets the standard of comfort plus performance in computer control. Mouse-like features: Right-clicks are accessible by tapping a finger in the touchpad's upper right corner.	
	**LOGITECH T650 RECHARGABLE WIRELESS TOUCHPAD** Cordless. Advanced Optical Tracking. Large, smooth glass surface gives your fingers more freedom to perform any gesture. Durable fingerprint-and-scratch-resistant design. Point and click anywhere: Glide one finger anywhere across the surface to point. Tap to click wherever your fingers rest. New Windows 8 Start Screen gesture: Three-finger swipe up to quickly access your apps, contacts, calendar and more. New Windows 8 Edge Gesture: Swipe one finger across the edge from left-to-right to switch apps; right-to-left to go to the charms menu; top-to-bottom to activate the app menu. Pinch to zoom: Two-finger pinch to zoom in and out of photos, web pages, documents and more. On/off switch and low-battery indicator means you never have to worry about losing power again Tiny Unifying receiver stays in your laptop and connects up to six compatible wireless mice and keyboards. Eliminates need to change receivers or sacrifice another USB port	**STAPLES** ITEM # 985172
	**WACOM BAMBOO CAPTURE** Ideal for your creative pursuits in art and photo projects. Use the pressure-sensitive pen to edit images or add drawings. Precision pen input with 1,024 levels of pressure sensitivity. Multi-Touch gestures let you get hands-on with your projects. 4 programmable buttons and erasable stylus.	

KEYBOARDS		
Item	**Description**	**How to Order**
	**GOLDTOUCH V2 ERGONOMIC KEYBOARD** This Ergonomic split keyboard allows you to adjust the two alphanumeric sections both horizontally and vertically to suit your individual body requirements helping you assume a more natural position.	**STAPLES** ITEM # 400011
	**GOLDTOUCH NUMERIC KEYPAD HUB** The Goldtouch USB numeric keypad hub allows you to do all your calculations from the keypad; there is no longer the need to tediously use your mouse to select these functions, or worse still, to use your calculator to do your work and then have to re-enter the values manually. **Black color no longer available on Staples**	**STAPLES** ITEM # 558899
	**GOLDTOUCH GO 2 ERGONOMIC TRAVEL KEYBOARD** TRAVEL--This Ergonomic split keyboard allows you to adjust the two alphanumeric sections both horizontally and vertically to suit your individual body requirements helping you assume a more natural position while on the Go!	**STAPLES** ITEM # 229901
	**GOLDTOUCH BLUETOOTH MINI KEYBOARD** Bluetooth technology. Designed for Android and Apple devices. Use with desktops, notebooks, tablets and smart phones. Soft-touch keys. 2 AAA batteries last up to 4 months. Low battery indicator.	**STAPLES** ITEM # 352708
	**GOLDTOUCH ERGO COMBO PACK** Get the best of Goldtouch products together- This combo packs includes the Goldtouch V2 Ergonomic Keyboard and the Goldtouch Mouse.	**STAPLES** **ITEM #** 057476-R handed 056696- L handed 048114- R handed wireless
	**Microsoft Universal Foldable Keyboard** o Bluetooth 4.0 technology o Easily fits into a purse, bag, or pocket. o Pair with your tablet and smartphone o Built-in rechargeable battery	**STAPLES** ITEM # **1694384**
	**Logitech TK820 USB Wireless All in One Keyboard** Wireless all-in-one keyboard is suitable for home or office. USB-enabled 2.4 GHz wireless unifying receiver facilitates wireless operation up to 32'. Customizable hot keys for keeping your favorite applications at one-touch access. Low-profile Incurve keys tested to withstand up to 5 million keystrokes. Large touch area on the side of the keyboard can accepts 13 different Windows 8 gestures. Supports up to 4-finger gestures. Requires Windows 8/7	**STAPLES** ITEM # 265648

	**MICROSOFT SCULPT COMFORT KEYBOARD** Wireless/USB connectivity. Contoured design promotes a natural wrist position and puts keys within easy reach. Split spacebar with functionality. Cushioned palm rest promotes a neutral wrist position.	**STAPLES** ITEM # 953402
	**MICROSOFT SCULPT COMFORT KEYBOARD COMBO** Cordless; USB Interface; Contoured for comfort; Windows 8 shortcut keys provide easy access to commonly used functions; Cushioned palm rest provides support and promotes a neutral wrist position.	**STAPLES** ITEM # 219669
	**MICROSOFT SCULPT KEYBOARD COMBO** Wireless/USB connectivity. Contoured design promotes a natural wrist position and puts keys within easy reach. Split spacebar with backspace functionality. Cushioned palm rest promotes a neutral wrist position. Comes with a Wireless mouse and 10 key.	**STAPLES** ITEM # 206709 with Mouse combo ITEM # 206710 W/O MOUSE
	**MICROSOFT COMFORT CURVE 3000** Wired. Interface: USB. PC compatible. Ultra thin profile keys. Comfort curve keyboard design	**STAPLES** ITEM # 331244
	**MICROSOFT NATURAL ERGONOMIC KEYBOARD** Ergonomic “split design” with curved keys and cushioned wrist pad. Customizable hot keys. Microsoft's most comfortable keyboard with breakthrough ergonomic design.	STAPLES ITEM # 617433
	**MICROSOFT NATURAL WIRELESS LASER MOUSE AND KEYBOARD SET** Ergonomic “split design” with curved keys and cushioned wrist pad High-definition laser is more precise and more responsive, and delivers smoother tracking.	**STAPLES** ITEM # 698805
	**ADESSO TRU FORM PRO** 105-key ergonomic, contoured, extended keyboard with a built-in touchpad. USB interface. Features programmable keys. This keyboard also features separate numeric and cursor keypads, 12 function keys and six page movement function keys.	**OFFICE RELIEF** ITEM # PCK-308UB

	**KINESIS FREESTYLE2 SOLO KEYBOARD** Consists of two keying modules connected together by the flexible Pivot Tether, which allows infinite adjustment of the front opening angle (splay). Removing the Pivot Tether allows the two modules to completely separate up to six inches, accommodating a range of shoulder.	STAPLES #117628
	**FELLOWS ERGONOMIC DESIGN KEYBOARD** Split design wired keyboard. PS/2 connectivity. Provides an additional seven hot keys for multimedia control and one-touch access to the Internet. Conforms to your natural hand positions, reducing tension in the shoulders, arms and wrists	**STAPLES** ITEM # FEL98915
	**ADESSO SLIM TOUCH MINI KEYBOARD** Adesso USB Slimtouch mini keyboard with built-in touchpad is a small and lightweight device that fits anywhere. Keyboard has high quality membrane keys with laptop feel. Keyboard is ideal for LCD monitor, tablet PC, notebook and plasma TV.	**STAPLES** ITEM # AKB410UB
	**Verbatim® Wireless Slim Keyboard and Mouse** Multimedia keyboard and wireless laser mouse with scroll ball. 24GHz wireless connectivity. PC or Mac hotkeys.	**STAPLES** ITEM # 207755
	**LOGITECH WIRELESS TOUCH KEYBOARD K400** Large 3.5-inch, built-in touchpad - A large 3.5-inch, built-in touchpad makes vertical scrolling intuitive. Plug-and-play simplicity. Logitech Unifying receiver - The tiny receiver stays in your laptop. Plus, you can easily add a compatible wireless mouse, keyboard or number pad-without the hassle of multiple USB receivers. Comfortable, quiet typing. 12-month battery life - You can go a full year doing the things you love without battery hassles. An on/off switch helps you save power when you're not using the keyboard.	**STAPLES** ITEM # 354569
	**ALIMED S- BOARD SLIM**	**STAPLES** ITEM # 723144

ERGONOMIC DESK ENHANCEMENTS		
Item	**Description**	**How to Order**
	**WORKRITE BANANA BOARD** Patented platform design, limited lifetime warranty, rigid construction and high-quality materials. Unique mouse-forward platform easily swivels from side to side. Durable, maintenance-free ball bearing track and no-knob, no-lever Lift-N-Lock™ for easy use. Platform includes built-in document holder and cable management for keyboard and mouse. 6" height adjustment and tilt range — 15 degrees to 10 degrees, 360-degree swivel for easy positioning and storage.	STAPLES (22" Track) Staples Item # 596922 (17" Track) Staples Item #212817
	**WORKRITE GLIDE PLATFORM** Workrites most flexible and feature-rich keyboard system. Mouse platform glides on GoTrax™ track to accommodate right to left-hand mousing. Unique mouse platform with Mouse-Over, Mouse-Forward, Mouse-Back and In-line positions for maximum flexibility and comfort.	
	**WORKRITE ULTR-THIN PLATFORM ONLY**	**STAPLES** ITEM # **884683**
	**WORKRITE COMPACT CORNER DIAGONAL** Converts 90º corners and diagonal corners less than 17" to usable work areas. Moves operator closer to worksurface.	**STAPLES** ITEM # 715190
	**WORKRITE ADJUSTABLE CORNER DIAGONAL** Creates Usable Work Area. Allows use of adjustable arm and keyboard platform where the natural corner of the worksurface does not permit it. Adjusts to fit 1" - 2¼" thick worksurfaces.	**STAPLES** ITEM # 715189
	**WORKRITE POISE MONITOR ARMS** Adjustable swing monitor arm available in single, dual, clamp, or mount depending on needs. 360-degree pivot at base and arm connections, 180-degree pivot at monitor mounting. 360-degree rotation of monitor to quickly change from landscape to portrait orientation. **Available in single or dual.**	**STAPLES** Single C-Clamp/Grommet mount: ITEM # 105419 Dual Grommet Mount: Item # 592478 WorkRite PA1500-DB-S Poise Extended Flat Panel Monitor Arms, Silver Item # 237971
	**ERGOTRON LX SINGLE MONITOR ARM** Patented CF motion technology provides premium ease-of-use display adjustment. Extends/retracts LCD up to 25". Height range: 13". Arm pivot: 360°. Maximum LCD size: 24". Mount: Desk clamp (surface edge: .4"- 2.4") and grommet clamp (surface hole: .31"- 2" & up 3" thick). Weight capacity: 7-20 lbs.	

	**ERGOTRON LX DUAL SIDE-BY-SIDE LCD MONITOR ARM** Use with a notebook and LCD or with 2 LCDs. Patented CF motion technology provides premium ease-of-use display adjustment. Extends/retracts up to 25". Height range: 13". Arm pivot: 360°. Maximum LCD size: 24". Mount: Desk clamp (surface edge: .4"- 2.4") and grommet clamp (surface hole: .31"- 2" & up 3" thick) Weight capacity: LCD: 7 - 20 lbs, Notebooks: 2.5 - 12 lbs. Maximum combined weight: 40 lbs.	
	**SPACECO SCISSOR LIFT** Adjustable work surface with wrist rest. 8 increments of height adjustment. Dimensions: Platform: 27"W x 11"D. Wrist rest: 27"W x 2.625"D. Platform height: 1"-9.25". Allows you to turn your workstation into a Sit/Stand	
	**VARIDESK PRO PLUS** The VARIDESK Pro Plus adjustable riser sits on top of your existing desk, allowing you to switch from a seated to standing position quickly and easily. The new lifting keyboard tray ensures ergonomic comfort for your arms and shoulders whether sitting or standing.	**VARIDESK.COM** ITEM # SPECIAL ORDER
	**WORKRITE HEIGHT ADJUSTABLE BASE** Turn your workstation into a sit/stand workstation by adding this digital height adjustable base to your existing tabletop.	ITEM # SPECIAL ORDER
	**ERGOTRON WORKFIT-S** Includes height-adjustment column, desk clamp, LCD pivot, keyboard tray with left/right mouse tray. Counterbalanced adjustment points. Simultaneously lift keyboard and LCD screen to proper height. Modify existing office spaces or cubes by clamping a WorkFit-S on an existing worksurface. Height range: 23"†. Keyboard height range: 4" below to 14" above worksurface. Monitor: Tilt: 30°, Rotates: 360° P/L. Maximum LCD size: 24". Mount: Desk clamp(surface edge: .47"- 2.4"). Weight capacity: 6-16 lbs.*	ITEM # 33-342-200
	**ERGOTRON WORKFIT-S CORNER PLATFORM** **For L-Shaped desks**	ITEM # 97-898
	**RTA TECHNI-MOBILI ADJUSTABLE LAPTOP STAND** Use this Laptop stand as a sit/stand unit. Adjusts from 30”-47”H x 32”W x 18”D.	**STAPLES** ITEM # 649643
	**3M ADJUSTABLE HEIGHT MONITOR STAND** Contemporary design with stacking columns raises monitor from 1" to 5.875" in increments of 1.625" for an ergonomically correct level. Features ample storage space underneath to maximize desk space. Supports up to 80 lbs with 11" clearance underneath.	**STAPLES** ITEM # 983091
	**ARMREST MOUSER** Reduces fatigue. Padded mousing surface attaches to chair arm.	**STAPLES** ITEM # 357610
	**MOBO AT WORK** With the Mobo Ergonomic Computer Station, you don’t have to think about maintaining a neutral body position. The Mobo naturally positions you in a comfortable and healthy neutral body position	**AMAZON**

	**The Andersen Company Hog Heaven™ Marble Top Anti-Fatigue Mat**	**STAPLES** ITEM # 286411
	Guardian Mats Air Step Anti-Fatigue Mat, Black, 2' x 3'	**STAPLES** Staples Item # 030064 MFR Item #24020302
	**MORENCY REST** Provides maximum wrist and forearm support for heavy computer users. Arm support lessens muscle activity, reducing worker fatigue. Wrists are kept in a natural position, reducing risk of CTS.	**ALIMED** ITEM # 70343G
	**PLANTRONICS SAVI 740** Wireless Office Headset System offers style and unmatched comfort. Ideal for on-the-move office executives. Lightweight, over-the-ear design combines sophisticated style with all-day wearing comfort.	**STAPLES** ITEM # 327040
	**PLANTRONICS CS540 Wireless Headset**	**STAPLES** ITEM # 344118
	**PLANTRONICS HL10 HANDSET LIFTER** Enjoy the full mobility of cordless conversations feature. Works with all Plantronics wireless office headset systems. Answer your phone when you're away from your desk. Automatically lifts handset and returns it to the cradle.	**STAPLES** ITEM # 481964

DOCUMENT HOLDERS		
Item	**Description**	**How to Order**
	**3M INLINE DOCUMENT HOLDER** Position in-line between monitor and keyboard. Weighted base allows ledge to dip below desk edge. Elastic line guide marks your place and keeps pages open.	**STAPLES** ITEM # 471570
	**FELLOWS DESKTOP COPY HOLDER** Flexible design folds flat for easy storage or travel. Places documents at eye-level to prevent neck strain. Line guide slides up or down and swings out of the way when not in use.	**STAPLES** ITEM # 565353
	**KENSINGTON INSIGHT ADJUSTABLE BOOK AND COPY HOLDER** Adjustable design, holds paper in landscape or portrait position. Unique copy/book holder is designed to hold everything from a large book to a single sheet of paper. Its versatility allows the user to bridge the gap between keyboard and monitor. Small enough to carry on a trip or to a meeting.	**STAPLES** ITEM # 471761
	**KENSINGTON FLEXCLIP** Monitor-mount copyholder. Clip design is simple and easy. Great for travelers. Attaches easily to CRT and flat-panel monitors with included mounting bracket, or simply clips onto notebook computers.	**STAPLES** ITEM # 919480
	**VU-RYTE MEMOSPACE PLUS** Includes erasable personal messaging system. Offers both in-line and horizontal document support. Adjustable for maximum comfort and productivity. Ideal for use with keyboard trays and monitor arms.	**STAPLES** ITEM # 357649

PALM RESTS & MOUSE PADS		
Item	**Description**	**How to Order**
	**IMAK ERGO BEADS WRIST REST** Great ergonomic wrist support of the original, with a non-skid surface to keep it in place. Filled with massaging Ergo Beads that helps promote healthy hands and wrists.	**STAPLES** ITEM # 659889
	**IMAK ERGO BEADS KEYBOARD WRIST REST** Ergonomic wrist support cushions and massages your wrists. It's filled with massaging ergoBeads™ to protect wrist while typing. Conforms to any keyboard.	**STAPLES** ITEM # 659890
	**IMAK SMART GLOVE WITH ERGO BEADS** Ergonomically designed to help prevent and relieve Carpal Tunnel Syndrome and other wrist pain. It features an ergoBead™ filled pad. Made for all day comfort with a flexible splint. Available in S, M, L and w/ or w/o Thumb.	**STAPLES** ITEM # Small- 444114 Medium- 444115 Large- 444116
	**FELLOWS KEYBOARD PALM SUPPORT** Patented Health-V™ Channel relieves wrist pressure to help prevent carpal tunnel syndrome. Self-adjusting memory foam support puts small or large hands in neutral posture. Memory foam. Microban® antimicrobial protection keeps product cleaner. Contoured shape encourages correct ergonomic position.	**STAPLES** ITEM # 747841
	**FELLOWS HEALTH-V GLIDING PALM REST** Patented Health-V™ channel relieves pressure on the wrist to help prevent carpal tunnel syndrome. Palm support glides with the mouse to encourage healthy, natural movement.	**STAPLES** ITEM # 690344
	**FELLOWES GLIDING PALM SUPPORT** Fellowes Gliding palm support in blue color comes with detached palm design to encourage healthy movement without losing support. Palm support features Health-V™ channel that eliminates pressure on the wrist median nerve.	**STAPLES** ITEM # # 821471
	**FELLOWES HEALTH-V FABRIC PALM REST** Self-adjusting memory foam support puts small or large hands in neutral posture. Patented Health-V™ Channel relieves wrist pressure to help prevent carpal tunnel syndrome.	**STAPLES** ITEM # 744188
	**FELLOWES HEALTH-V GEL PALM REST** Self-adjusting memory foam support puts small or large hands in neutral posture. Patented Health-V™ Channel relieves wrist pressure to help prevent carpal tunnel syndrome.	**STAPLES** Item # 821438
	**3M GEL MOUSE PAD WITH WRIST REST** Precise™ mouse pad surface improves optical tracking and extends battery life by up to 75%. Large size- 8 3/4" x 9 1/4". Soothing gel comfort with buttery soft leatherette covering encourages neutral wrist posture and is easy to keep clean. Anti-microbial product protection inhibits the growth of microorganisms, such as bacteria, that can cause stains, odors and product degradation. Non-skid base.	**STAPLES** ITEM # 683908
	**Fellowes® Crystal Gel Mouse Pad** Fellowes Crystal Gel Mouse Pad/Wrist Rest in blue color is Stain resistant and easily cleaned with a damp cloth. MousFellowes Crystal Gel Mouse Pad/Wrist Rest in blue color is Stain resistant and easily cleaned with a damp cloth. Mouse pad with wrist rest has non-skid base with rubber backing to avoid unwanted movement on workspace.e pad with wrist rest has non-skid base with rubber backing to avoid unwanted movement on workspace.	**STAPLES** ITEM # # 478445

	**ALLSOP WRIST ASSIST MEMORY FOAM** Memory foam ergonomic wrist support. Retains shape of user's wrist.	**STAPLES** ITEM # ASP29538
	**Clip-On Gel Mouse Pad** Protects wrists from the hard edges of most keyboard and mouse trays. The plastic clip on the base of the gel pad wraps around the edge of the tray for a firm hold. Black fabric, 5"W.	**STAPLES** **ITEM #** 76820G
	**ALLSOP WRIST AID ERGONOMIC MOUSE PAD** Provides optimum angle for your wrist while mousing. Adjustable angle accommodates individual comfort levels while the circular shape maximizes the mousing (optical mouse friendly) surface. Meets OSHA's recommendations for reducing repetitive stress injuries. Appropriate for both right- and left-handed users.	**STAPLES** ITEM # 462985
	**ARMazing MEMORY FOAM ARM PADS** Contours to your arms and elbows. Helps reduce pressure points. Fits all adjustable chair arms from 6-11”.	**STAPLES** ITEM # 4958
	**ERGOCAT** Supports hands while protecting the wrist and median nerve. ErgoCat indexes makes it easy to position your hand without looking. Ergonomic design encourages use of all muscle groups. Ventilated design keeps the hand cool.	**STAPLES** ITEM # 816539
	**GOLDTOUCH MOUSE PLATFORM** Helps you attain neutral wrist postures. The organically-shaped mouse pad (mousing platform) with its beveled edges and sloped surface keeps the arm and hand in a more natural, more relaxed position than a conventional flat mouse pad or desktop mat.	**STAPLES** ITEM # 608151
	**LAUNCHPAD** Cradles your wrist and palm in molded foam. Leaves space under carpal tunnel region of wrist for maximum	**STAPLES** ITEM # 75306
	**GOLDTOUCH WRIST REST** Two hands, two wrists, two wrist rests. Supports the wrist and helps you attain a neutral wrist posture.	**STAPLES** ITEM # 596647

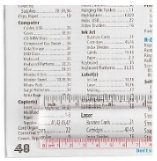
FOOTRESTS		
Item	**Description**	**How to Order**
	**RUBBERMAID ADJUSTABLE TILTING FOOTREST** Tilting footrest increases comfort while supporting lower limbs. Made of scuff-resistant plastic. Tilt forward and back with a touch of the foot. Surface bumps massage tired feet. Nonskid surface.	STAPLES ITEM # 524546
	**3M ADJUSTABLE FOOT REST** Foot rests reduce strain and fatigue on legs, back and neck. Durable, heavy-duty steel base and non-skid plastic. Offers easy foot-controlled platform tilt adjustment and sturdy steel construction. Contoured, 18" wide non-skid plastic platform with soft bumps to massage and soothe your feet. Height and tilt adjustable.	**STAPLES** ITEM # 571218
	**FELLOWES FOOT ROCKER WITH MICROBAN** Large platform allows for more comfortable rocking. Microban® antimicrobial protection keeps product cleaner. Rocking motion helps improve circulation and reduce fatigue. Flip product over to adjust height – range is 2 ¾" to 4". Unique tread design holds foot rocker in place while in use. Platform Dimensions: 5-3/16"H x 19-5/8"W x 11-15/16"D.	**STAPLES** ITEM # 423575
	**FELLOWS CLIMATE CONTROL FOOTREST** Multi-function design supports your personal comfort in every way. Versatile unit works as a footrest or offers free-standing climate control. Features three temperature settings: cool fan, low heat, and high heat. Fan lets you adjust workspace airflow to suit your preference. Auto-off feature turns unit off after eight hours of use to prevent overheating. Adjustable footrest elevates feet/legs to help relieve lower back pressure and improve posture. Surface massage bumps help relieve work-related stress. Economical – requires only 250 watts to run - ETL approved	**STAPLES** ITEM # 810965
	**WEEBLE ROLLER FOOT REST** Riding on four smooth gliding casters, the Webble combines an iconic shape with a spring suspension and patented mesh membrane that offer the ultimate in comfort and flexibility.	**STAPLES** ITEM # 357608
	**FELLOWS PROFESSIONAL SERIES INDEPENDENT FOOT SUPPORT** Enhances your personal comfort while sitting at your desk. Dual platforms with independent motion promote better balance and healthy circulation. Each platform locks or tilts freely up to 22° for maximum health benefit. Surface massage bumps help relieve work-related stress.	**STAPLES** ITEM # 735536
	**KENNSINGTON SOLEMATE** Convenient foot pedal control lets you adjust the footrest without leaving your chair. Footrest promotes a stress-reducing seating position. Reduces pressure on your lower back when set to your SmartFit® personal comfort color. Height and angle are adjustable for personal comfort. Height adjusts from 3.5" - 5", angle adjusts up to 30°. Non-skid foot surface provides added control.	**STAPLES** ITEM # 505414
	**SAFECO FOOT CUSHION** Design allows infinite positioning for ultimate comfort. Hypoallergenic medical-grade foam distributes weight evenly.	**STAPLES** ITEM # 494480
	**PORTABLE FOOTREST** Pocket-sized portable folding 4" lift footrest elevates one foot while standing or sitting.	

BACKRESTS		
Item	**Description**	**How to Order**
	**KENSINGTON MEMORY FOAM BACK REST** Memory foam. Billions of high-density, spherical memory cells in visco-elastic foam help relieve back discomfort. Your body heat and positioning causes the temperature- and pressure-sensitive foam to gently mold to your body's contour for maximum support while you work.	**STAPLES** ITEM # 486839
	**FELLOWES PROFESSIONAL SERIES BACK REST** Memory foam. Mid spinal support promotes good postural habits. Lower lumbar support with memory foam conforms comfortably to body curvature. Tri-Tachament™ system eliminates the need for readjustment. Memory foam self-adjusts to fit both men and women.	**STAPLES** ITEM # 683665
	**BACKBONE** BackBone addresses the root cause of these problems: improper posture. This innovative cushion rests on the middle of your back between your shoulder blades, so it supports your entire back and encourages a normal, natural curve. It places your head and neck in a better position and relieves tension down your arms from your shoulders to your hands. It even helps with lower back problems.	
	**SAFECO MESH BACK REST** Breathable mesh allows airflow for cool, comfortable use. Unique design offers comfort and support, while promoting good posture. Elastic strap secures backrest in place.	**STAPLES** ITEM # 758025
	**FELLOWES CLIMATE CONTROL BACK REST** Personalize workspace comfort with temperature control and back support. Gel lumbar pack conforms to individual users. Gel pack heats in the microwave or chills in the freezer.	**STAPLES** ITEM # FEL9190001
	**IMAK BACK CUSHION W/ ergoPressure™** Made of sculpted, high-grade foam. IMAK Back Cushion offers superior comfort and lumbar support. The unique design, featuring ergoPressure™ pockets, hugs the lower back to help improve posture and reduce stress to the back. Unique air pocket design helps stimulate blood circulation and invigorate back muscles.	**STAPLES** ITEM # 643535
	**SAFECO SOFTSPOT SEAT CUSHION** Unique cut-away contours slope away from pressure points at the tailbone. Contoured Therasoft material keeps its shape. Dimensions: 3"H x 15 3/4"W x 10"D. Wedge-shape helps promote proper seating posture to maintain the spine's natural S-shaped curve. 1 Supports the lower back and spine reducing strain and fatigue.	**STAPLES** ITEM # 505517
	**Kensington® Memory Foam Seat Rest** High-density memory foam provides maximum support to help relieve back discomfort Temperature and pressure-sensitive foam molds to the body's contours	**STAPLES** Staples Item # 486838 MFR Item #82024

TRAVEL AND LAPTOP SOLUTIONS		
Item	**Description**	**How to Order**
	**GOLDTOUCH GO TRAVEL BUNDLE** Adjustability: 0°-30° adjustment for ulnar deviation (wrist splay) in the horizontal plan, combined with 0°-30° adjustment for wrist pronation (vertical tenting) Soft key touch, low activation force, full key travel distance provides keying comfort and reduces risk from "bottoming out" when keying. Compact size allows for use in limited space environments and reduces shoulder abduction when reaching for mice and other peripherals.	**STAPLES** ITEM # 868225
	**GOLDTOUCH GO TRAVEL NOTEBOOK STAND** Accommodates notebooks up to 17". Adjusts to six incline positions. The neoprene cover can be utilized as a mousing pad to reduce contact stress of the work surface.	**STAPLES** ITEM # 868220
	**3M LAPTOP RISER** Raise your notebook screen to an ergonomically correct height with this easy to adjust riser. Height easily adjusts up and down through 4" range. Swivels 360° and tilts forward and back 40° for optimal positioning.	**STAPLES** ITEM # 683897
	**KENSINGTON FLYLIGHT** Put computer work in a better light. Eight ultra-bright LEDs deliver clean, white light; mounted on easy-to-position flexible gooseneck. Built-in dimmer control for precise brightness. Energy-efficient LEDs draw less than 90 seconds of battery power per hour of operation and last up to 100,000 hours of continuous use Powered by USB port.	**STAPLES** ITEM # KMW33120
	**ALLSOP OHMETRIC 2 IN 1 LAPTOP WORKSTATION** Mobile organizer keeps all your essentials organized for travel in most bags and cases. Keeps laptop protected through security and provides an office in flight. Separates for use, connects for easy travel. Ergonomic lap desk keeps you cool, comfortable and mobile. Padded lining and hardshell exterior protects your laptop from drops.	**STAPLES** ITEM # 852353
	**KENSINGTON CONTOUR ROLLERBAG** Roller laptop case. Fits most 17" notebooks and smaller. Roller case with ergonomic design delivers go-anywhere comfort and protection. 5-stage, curved telescopic handle shifts weight onto the wheel for easier roller navigation. Contour panel and weight-distribution system helps reduce effective case weight by 35%.	**STAPLES** ITEM # 575103
	**KENSINGTON CONTOUR BALANCE ROLLERBAG** Now there's a notebook roller that's made just for women, featuring stylish good looks, remarkable comfort and lightweight size. Up to 25% lighter than most traditional rollers; makes placement in aircraft overhead compartments easier.	**STAPLES** ITEM # IM1N90509 OR K62533US

	**TARGUS ROLLING NOTEBOOK BACKPACK** Maximize travel efficiency. Purpose-Built™ pockets for your tickets/passport, business cards and more. Padded backpack straps, plus the Contour System with built-in lumbar support to increase comfort and reduce fatigue. Accessory pocket keeps power cords, adapters, mice and more within easy reach. Lie-flat grip makes it easy to grab from overhead compartments. Integrated roller for convenience.	**STAPLES** ITEM # 674867
	**CODI CHECKPOINT TESTED LAPTOP CARRYING CASE** Lightweight, 2 pockets allowing the case to lie flat while passing through airport x-ray machines. Weight- 2lbs. 6.8oz.	**STAPLES** ITEM # C6011
	**CODI CT3 CHECKPOINT TESTED TRI-BACKPACK** Distinct compartments hinged by military grade ballistic nylon, allowing the case to lie flat while passing through airport x-ray machines. Eliminates the need to remove the laptop from the case. Travelers can grab the case from the conveyer with one hand and go (the case secures itself with Velcro between the compartments. Front compartment contains a business organizer with pockets for pens, business cards and other essentials. Breathable padded shoulder straps and back. Dimensions: 14.75"W x 16.5"H x 6.75"D. Weight: 2 lbs., 10.6 oz.	**STAPLES** ITEM # C6010
	**CODI CT3 CHECKPOINT TESTED MOBILE LITE WHEELED LAPTOP CASE** Accepts 15.4" widescreen notebooks. Two distinct hinged pockets allow case to lay flat while passing through x-ray machines. Eliminates need to remove laptop from case. Case secures itself with Velcro between the compartments. Telescoping twin tube handle as well as a "grab-handle" molded into the bottom of the case. Top carry handle and a quick-slip wheelie strap on the rear of the case. Meets all international carry-on guidelines. Dimensions: 16.25"W x 16"H x 9"D. Weight: 7 lbs., 4 oz.	**STAPLES** ITEM # C6020
	**CODI iPAD** Compatible with new iPAD-iPAD2 & 1ST Generation. Neoprene hand mit allows users to comfortably hold the iPAD. Front and rear facing cameras are accessible.	**STAPLES** ITEM # IM1GV0049
	**TARGUS VERSAVU ROTATING KEYBOARD CASE FOR IPAD** Transform your iPad into the ultimate viewing and typing experience with the Versavu Keyboard Case from Targus. With 360 degree rotating axis and soft-touch liner, no other competitor offers you more. Take this case everywhere you go and know that your iPad is completely protected. Designed for iPad 3 / The New iPad. The Versavu Keyboard Case includes a QWERTY, low-profile Bluetooth keyboard that provides tactile feedback to the user to improve typing accuracy and speed while maintaining a quiet typing experience. Stain-resistant padded exterior that wipes clean with water, along with a lining made from soft-touch material. Hard-shell design offers a molded exterior to protect fragile glass displays that are prone to damage when bent. 4-viewing angles plus keyboard for different typing angles. 360° Rotation making it simple to transition between landscape and portrait options, the 360-degree feature allows for more viewing versatility while keeping your device in the case.	**STAPLES** ITEM # 846079
	**LOGITECH KEYBOARD CASE FOR iPAD2** Aluminum protective case with Bluetooth wireless keyboard and stand. Holds iPAD in landscape or portrait mode.	**STAPLES** ITEM # IM1GE5718

****** SEE MICE AND KEYBOARD SECTIONS FOR ADDITIONAL TRAVEL ITEMS ******

ERGONOMIC ACCESSORIES		
Item	**Description**	**How to Order**
	**DR. GRIP BALLPOINT PEN** Designed by a doctor and clinically proven to relieve stress and writing fatigue. Recommended for ease of use by the Arthritis Foundation. Perfect for people who suffer from arthritis or carpal tunnel syndrome. Refillable.	**STAPLES** ITEM # 651406
	**PAPERMATE PhD PEN** The highest degree of writing comfort. Large, soft rubber grip has a triangular ergonomic shape which reduces the amount of pressure required to grip the pen, which reduces finger fatigue.	**STAPLES** ITEM # PAP67204
	**BAUSCH & LOMB MAGNA-PAGE MAGNIFIER** Offers clear, high-quality magnification of an entire page. 2x power magnifier. 8 1/2" x 11". Made of high-quality clear acrylic.	**STAPLES** ITEM # 251959
	**BAUSCH & LOMB MAGNA-BAR MAGNIFIER** Magna-Rule lies flat on the page doubling the height of letters. Magnifies two lines of type at a time. 10" overall length offers an 8" scale in both inches and centimeters. Useful for tabulated data. Magna-Rule also serves as a linear guide.	**STAPLES** ITEM # 251942
	**KENSINGTON FLAT PANEL PRIVACY SCREEN** Privacy Filter. Fits 19" LCD monitors. Reduce glare. Protective films protect sensitive screens, and improve viewing contrast and color for flat panel displays without messy adhesives or cumbersome frames. Top-mount bracket secures filter to screen; frame-free construction clings to screen and won't obstruct controls or speakers. Privacy filters blur screen to shield data from on lookers. No messy adhesives or cumbersome frames.	**STAPLES** ITEM # 571567
	**KANTEK 19 INCH LCD MONITOR MAGNIFIER FILTER** Elegant lightweight design. Adjustable magnification more than doubles character size. For 19" screens. Also available in 15 or 17 inches. High-quality Fresnel lens with antiglare coating.	**STAPLES** ITEM # KTKMAG19L
	**Ledu Adjustable LED Desk/Task Lamp, Black, 14** Adjustable task lamp; 14 3/4"H; Uses an energy-saving 5W LED light; Features an adjustable head and arm that let you direct light onto the task at hand; UL Listed; 3-year mfr. limited warranty and 1-year electrical warranty.	**STAPLES** ITEM # 932317

Appendix F: Emergency Response

To download and/or print this poster refer to SRM website: Campus Emergency Poster , Campus Emergency Response Guide

CAL MARITIME

911

EMERGENCY PROCEDURES

Evacuation

- Do not use elevators, use nearest stairs and exit.
- Follow directions given by the building monitors or Campus Officials
- Go to designated evacuation point and do not return to building until instructed to do so.
- Assist persons with mobility needs.

Fire

- Evacuate the building and notify occupants as you leave.
- Do not return until authorized by emergency personnel
- Do not use elevators
- Fire Extinguisher Instructions if trained:
- P- Pull pin
- A- Aim at the base of fire
- S-Squeeze handle
- S-Sweep from side to side

Hazardous Spill

- For spills not involving immediate danger, that are confined; contain and notify the Department of Safety & Risk Management (SRM) at 707-654-1076.
- For uncontained spill, contact Cal Maritime Police Department & SRM
- If immediate hazard or emergency exists, dial 911.
- Move away or evacuate the area.

Medical

- For all medical emergencies dial 911
- Be ready to describe natures and severity of the medical emergency.
- Provide the Campus location.
- Keep the victim calm and comfortable.
- Provide basic first aid/CPR/AED if trained.
- Report all work related injuries immediately to: Department of Safety & Risk Management and to Human Resources

Earthquake

- Drop, Cover, Hold under a table or desk or against an interior wall until the shaking has stopped.
- After shaking has stopped check yourself and others for injuries.
- Evacuate the building.
- Move towards the safest location away from building, tree's, power lines.
- Follow the instruction of the building monitors or Campus officials and be prepared for aftershocks

Bomb Threat

- Report all threatening calls to Cal Maritime Police Department
- Ask Caller: When the bomb is going to explode.
- Where the bomb is located?
- What does the bomb look like?
- Why did you place the bomb?
- If suspicious object is found: Do not handle and dial 911 immediately

Shelter in Place

- Stay in building; close and lock doors and windows.
- Move away from windows
- Do not use elevators
- Remain in shelter area until emergency personnel announce that it is safe

Active Shooter

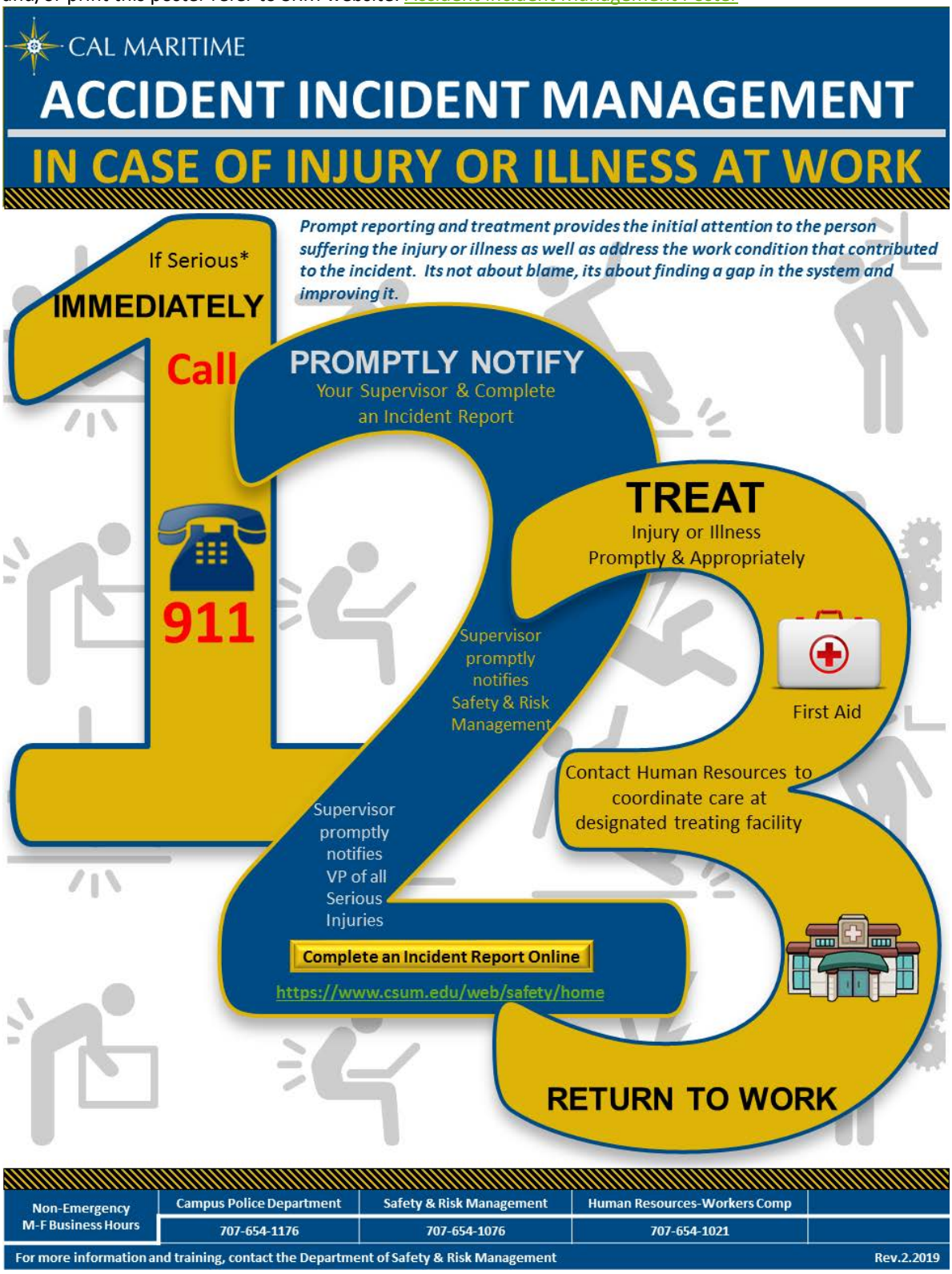
- **RUN**: leave your belongings behind. If there is an escape path attempt to evacuate. Help others if possible
- **HIDE:** If you cannot get out safely. Hide. Lock or barricade doors. Silence your cell phone and stay quiet.
- **FIGHT:** as a last resort, and if you life is in danger, you may attempt to incapacitate the shooter. Work in unison with others.

Non-Emergency M-F Business Hours	Campus Police Department	Safety & Risk Management	Facilities & Maintenance	Human Resources
	707-654-1176	707-654-1076	707-654-1120	707-654-1139

For more information and training, contact the Cal Maritime Police Department or the Department of Safety & Risk Management Rev.2019

Appendix G: Accident Incident Management

To download and/or print this poster refer to SRM website: Accident Incident Management Poster



Appendix H: Training Log

TRAINING SIGN IN SHEET

Subject			**Date**	
Instructor Name				
Department				
Course Level	❑ Awareness	❑ Competent Person	❑ Certified Person	❑ Other
Frequency	❑ Initial	❑ Annual-Refresher	❑ Process Change	❑ Post Incident

The attendees listed have satisfactorily participated and been tested per Regulation/University training requirements.

	PRINT NAME	STATUS (Staff, Faculty, Student)	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Retain Original at Department Level & Submit Copy to Risk Management