

“Ergonomically Safe Workstations & Chairs”
Grant #2008ZC00041
December 2008-2009

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CITY OF RAYMOND

September 21, 2009

By: Gretchen Sagen



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The City of Raymond is solely responsible for the content of and views expressed in this report and related materials unless they have been formally endorsed by the Washington State Department of Labor and Industries.

PART I

Final Report Narrative

Organization Profile

The City of Raymond became incorporated as a city in 1908. The City of Raymond is a close-knit community brought together by a love for its rural atmosphere and slow pace. Residents enjoy the pristine, small town setting and its natural resource economic base, and can find a variety of opportunities for housing, employment, commercial activity, and recreation. The community exhibits self-reliance and residents take pride in their city.

Abstract

Redesigning antiquated office set-up working in conjunction with DOSH ergonomics consultation, and designed by a local city office work environment accommodating 5 employees who were experiencing symptoms of repetitive strain on their lower backs, wrists, rotator cuffs, and necks. Office ergonomics training was provided and working closely with a vendor and DOSH consultation, an adjustable height workstation set up was developed in order to reduce potential musculoskeletal injuries. Upon installation, it was found, that these workstations can accommodate any new employee, reduce and/or eliminate any effects on repetitive strain/stress caused by previous equipment and are guaranteed for 20 years.

Purpose of Project

The purpose of this project is to

prevent and reduce musculoskeletal injuries common in an office work environment where old equipment was being used with new technology. Provide employees with information regarding ergonomics and proper adjustment of new equipment to further reduce potential for future problems.

Statement of the Results The results have shown less strain on our lower backs, necks, wrists, and rotator cuffs. Overall attitude of employees is improved because workstations are more comfortable and provide better posture. Employees are capable of working for longer periods of time without feeling stiff.

Evidence of the results The results are confirmed through feedback from affected staff in our post survey.

Project's promotion of prevention We have had a number of offices call us and come look at our new workstations. They have read about our success in the local newspaper and/or AWC Retro Work Zone. The implementation process was easy once a knowledgeable vendor was found who was willing to work through the major concerns to the ultimate goals. Information learned through this process can assist offices with the same problem we had by encouraging their office staff to be more involved with ergonomics in the workplace.

Relevant processes

- A pre-symptom survey to help determine the appropriate equipment that best fit our need.
- A DOSH consultant worked with our vendor who was very knowledgeable about the issues that we were having.
- Ergonomics awareness training.
- The installation and the training of the new equipment went well and all equipment was a sure fit.
- The post-symptom survey which revealed some positive changes in our musculoskeletal problems in the workplace.

Lessons Learned

- Don't install equipment during the week as it is too disruptive – install outside of office hours so staff are not inconvenienced during that part of the process.
- So, the lessons learned as an employer are: Don't wait to get equipment replaced if it's clear it's causing problems for your staff.
- A positive lesson is that finding the right (DOSH ergonomics consultation) and vendor can be invaluable in facilitating the proper help can make the process more smoothly.

Measures to judge success

Bruce Coulter, ergonomist from L&I, conducted an initial symptom survey and a follow-up post survey 6 months after the installation of the equipment. This project will result in a published case study that can be used with other city offices. It will include training on proper height

	adjustments of the new equipment, correct postures and other criteria that would prevent MSD symptoms in office settings.

Uses	The case study could help other industries and target many different employees working in office settings.

Product Dissemination	The office furniture is transferable and the desktops or work surfaces are height adjustable. The chairs are adjustable and if someone else was to work at my desk, they could adjust the chair to their correct posture setting. That's the main reason we went with this kind of workstation because we have had some employees retire and the same settings are not appropriate for everyone for their workstation.

Feedback	Bruce Coulter, ergonomist from L&I, has our post surveys.

PART II

SAFETY AND HEALTH INVESTMENT PROJECTS
SHIP Final Expenditure Report
Budget Summary

Project Title: Ergonomically Safe Workstations and Chairs
Project # : 2008-ZC00041 **Report Date:** September 17, 2009
Contact Person: Gretchen Sagen **Contact #:** (360) 942-4105
Start Date: October 2008 **Project Completion Date:** February 2009

1.	Total budget for the project		<u>\$ 11,946.00</u>
2.	Total SHIP Grant Award		<u>\$ 11,946.00</u>
3.	Total of SHIP Funds Used		<u>\$ 11,496.00</u>
4.	Budget Modifications (if applicable)		<u>\$ 2,055.50</u>
5.	Total In-kind contributions		<u>\$ 2,500.00</u>
6.	Total Expenditures (Lines 3 + 4 + 5)		\$16,501.50

Instructions:

- Complete the Supplemental Schedule (Budget) form first (on the next page).
- The final report must include all expenditures from date of completion of interim report through termination date of grant
- Indicate period covered by report by specifying the inclusive dates
- Report and itemize all expenditures during specified reporting period per the attached supplemental schedules
- Forms must be signed by authorized persons (see last page)
- Forward one copy of the report to (Name), SHIP Project Manager, PO Box 44612, Olympia, WA 98504-4612.

SAFETY AND HEALTH INVESTMENT PROJECTS
SHIP Final Expenditure Report
Supplemental Schedules (Budget)

Project Title:	Ergonomically Safe Workstations and Chairs		
Project # :	2008ZC00041	Report Date:	September 21, 2009
Contact Person:	Gretchen Sagen	Contact #:	(360) 942-4105
Total Award \$:	11,946.00		

ITEMIZED BUDGET -- How were SHIP award funds used to achieve the purpose or your project?

	Budgeted for Project	Amount Paid Out	Difference
A. PERSONNEL	0	0	0

Explanation for Difference and other relevant information:

	Budgeted for Project	Amount Paid Out	Difference
B. SUBCONTRACTOR	11,946.00	14,001.50	2,055.50

Explanation for Difference and other relevant information:

We had to hire electrician (Bud's Lumber & Electric) to put some electrical outlets in after we took wall out, and we ordered another cabinet and some more transaction surface supports for our workstations and there was an extra freight fee we were unaware of.

	Budgeted for Project	Amount Paid Out	Difference
C. TRAVEL	0	0	0

Explanation for Difference and other relevant information:

	Budgeted for Project	Amount Paid Out	Difference
D. SUPPLIES			

Explanation for Difference and other relevant information:

	Budgeted for Project	Amount Paid Out	Difference
E. PUBLICATIONS	0	0	

Explanation for Difference and other relevant information:

	Budgeted for Project	Amount Paid Out	Difference
TOTAL DIRECT COSTS	11,946.00	14,001.50	2,055.50

	Budgeted for Project	Amount Paid Out	Difference
INDIRECT COSTS	0	0	0

	Budgeted for Project	Amount Paid Out	Difference
TOTAL SHIP BUDGET	11,946.00	14,001.50	2,055.50

	Budgeted for Project	Amount Paid Out	Difference
F. IN-KIND	2,500.00	2,500.00	0

Explanation for Difference:

PART III

Attachments:

Provide resources such as written material, training packages, or video/audio tapes, curriculum information, etc produced under the grant.

Also include copies of publications, papers given at conferences, etc.

This information should also be provided on a **CD or DVD** for inclusion in the file.

REMINDER!!: All products produced, whether by the grantee or a subcontractor to the grantee, as a result of a SHIP grant are in the public domain and can not be copyrighted, patented, claimed as trade secrets, or otherwise restricted in any way.