

# Cornerstone Behavioral Healthcare

## PM.26 Ergonomics Policy

Cornerstone Behavioral Healthcare (CBH) has a strong commitment to achieving its mission while protecting our most valuable resource--our employees. In accordance with our safety program, CBH strives to provide its employees with a safe and comfortable work environment. To meet this goal, we are communicating information regarding safe computer screen use in particular.

Repetitive Stress Disorder (RSD) can manifest itself as soft tissue injuries in conditions such as Carpal Tunnel Syndrome (swelling inside the wrist), tendonitis (tears in ligaments connecting muscles to bones), myofascial damage (tenderness and swelling of muscles), tenosynovitis (irritation of the boundary between the tendons and sheaths in the fingers), or cervical radiculopathy (compression of disks in the neck). All of these occupational disorders are painful and/or disabling, and workstations must be set up in a way so as to best avoid them.

To raise awareness, CBH will train its employees in computer screen hazards and proper use as part of orientation. Annually (or by request as necessary) every administrative work station (used for eight hours or more per week) will be reviewed and assessed for proper ergonomic configuration. In each case a report will be retained in file with a copy to the employee.

### Statement of Roles & Responsibilities

For our ergonomics program to be effective, all employees must understand their roles and responsibilities.

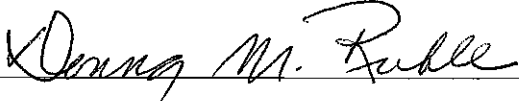
#### All employees should:

- Be aware of ergonomic issues. These include:
  - Correct body positioning
  - Basic furniture and equipment adjustments
- Be responsible for comfort at their workstations
- Ask for help when they need it
- Report issues or discomfort to their supervisors

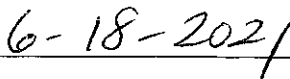
**Furthermore, all staff is to take a break every hour while entering data to perform soft tissue exercises as trained and as in the information provided to all staff. Additionally, any staff entering data for an uninterrupted period of four (4) hours or more, exclusive of breaks, in any workday is to notify his/her supervisor immediately. Compliance with this is mandatory.**

#### Supervisors should:

- Be aware of ergonomic issues. These include:
  - Correct body positioning
  - Basic furniture and equipment adjustments
- Observe employees at work being mindful of ergonomic principles.
- Offer recommendations and/or adjustments when necessary.
- Refer difficult situations to their manager.

  
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Executive Director/CEO

  
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Date