



OFFICE OF RISK SERVICES

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To: Robert Kemp  
From: Cindy Delgado, MBA, CPDM, IPMA-SCP  
Subject: Plan for Preventing Injury

### **Plan for Preventing Injury while Temporarily Telecommuting**

The space that is selected for remote work should be conducive to an office setting; safe, comfortable and free from distractions.

#### **Work Area and Injury Mitigation:**

- The home work area should be set up and located in an area that is free from distractions.
- The designated workstation should be maintained in a safe condition and free from hazards (electrical cords, cables, pets, etc).
- Establish a work schedule (e.g. lunch break, rest breaks) to start and end your workday at your remote workstation for your health and wellness and work-life balance.

#### **Computer Equipment:**

- In order to perform work effectively, employees can take their university office equipment (laptop, keyboard, monitor, etc.) home to their remote working location with the approval of their supervisor. Additional information is located at this [Technologies for Working Remotely link](#).
- If an employee needs computer equipment (mouse, headsets, laptop, etc.) the supervisor can contact ITS to request an expedited order. For assistance submit an IT Request ticket at <https://itrequest.ucsc.edu>, or contact the ITS Support Center at [help@ucsc.edu](mailto:help@ucsc.edu) or 459-HELP (4357). Additional information is located at this [Information Technology Services link](#).
- The campus Surplus Store may have limited equipment, for assistance contact [receiving@ucsc.edu](mailto:receiving@ucsc.edu). Additional information is located at this [Surplus Store link](#).

#### **Office Equipment:**

- If an employee needs office equipment (chair, mat, etc.) to complete work from home the supervisor can determine whether individuals may take university property to their remote work location.

- The campus Surplus Store may have limited equipment, for assistance contact [receiving@ucsc.edu](mailto:receiving@ucsc.edu). Additional information is located at this [Surplus Store link](#).
- The campus Ergonomist may have limited equipment resources. He can be contacted at [bmacdon1@ucsc.edu](mailto:bmacdon1@ucsc.edu) or 459-5430 for assistance.

### **Workstation Ergonomics:**

- Good workstation ergonomic practices contribute to safe and comfortable working environments and reduce workplace injuries.
- Someone who has moved to a new workstation or has questions about the ergonomics of their workstation can sign up and take the UCSC [online ergonomic assessment and training module](#).
- Make the changes suggested during the training module to achieve the best ergonomic setting.
- The employee can review the emailed results from the online ergonomic assessment with their supervisor to identify any remaining workstation needs.
- If an employee believes new or different equipment can solve an ergonomics issue, they should discuss the situation with their supervisor to find a solution.
- The [Ergonomic Remote Working Tips](#) sheets, illustrates tips to stay healthy and safe while working at your remote workstation.
- If unsure whether new equipment is necessary or need information about the types of ergonomic equipment available to solve your workstation concerns, or are uncertain how to apply the assessment results to your workstation, the campus Ergonomist can be contacted at [bmacdon1@ucsc.edu](mailto:bmacdon1@ucsc.edu) or 459-5430 for assistance.
- As much as possible make a habit of changing your work activities (e.g. stand up, look away from your screen, do some stretching), to avoid working in any posture for a prolonged period of time without moving.
- Additional information regarding workstation ergonomics is located at this [Ergonomics link](#).
- If you experience discomfort, pain, or other symptoms which are believed to be caused by your workstation set-up:
  - Inform your supervisor immediately because it's important to initiate supportive changes as soon as possible to prevent an injury from occurring.
  - If you believe you should have a medical evaluation because of the symptoms that you are experiencing, inform your supervisor and request assistance with the injury reporting process located at this [Injury Reporting & Medical Treatment information link](#).

**Accommodations:**

- Are there any accommodations that need to be made?
- For questions regarding non-occupational related accommodations, the campus Disability Coordinator can be reached at [roberts@ucsc.edu](mailto:roberts@ucsc.edu) or 459-4602 for assistance.
- For questions regarding occupational related accommodations, the Assistant Director Workers' Compensation can be reached at [cadelgad@ucsc.edu](mailto:cadelgad@ucsc.edu) or 459-1787 for assistance.

**Resources:**

[Supporting Your Mental Health During COVID-19](#)

[UCSC Healthy Campus Wellness Resources](#)

[Working with SHR – COVID 19 FAQ](#)

[Information for Academic Employees COVID-19](#)

[Student Employee Services](#)