



NEBRASKA

DEPARTMENT OF EDUCATION

www.education.ne.gov
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
TEL 402.471.2295
FAX 402.471.0117

Office Ergonomics Reference Information

Office [ergonomics](#) are becoming increasingly important in today's work environment. Ergonomics covers physical factors which place stress on joints, muscles, nerves, tendons and bones. It also covers environmental factors which can affect hearing, vision, general comfort, and health.

It is important to have a work environment that reduces risk factors. If you are interested in learning more about office ergonomics please refer to the following:

Classes

Employees may register and complete online classes through the [Employee Development Center](#). There is no cost or supervisor approval necessary to complete the classes and take approximately 1 hour or less to complete. The classes are located in the top right section of the EDC or you may search for the classes manually by typing in the following class titles in the search field:

- General Safety Curriculum – Office Work
- General Safety Curriculum – Non Office Work

Materials

You may refer to the general resources listed below:

- [Occupational Safety and Health Administration \(OSHA\) Ergonomics Reference Information](#)
 - [Self-Assessment Checklist](#)
 - [Good Work Positions](#)
 - [Workstation Components](#)
 - [Prolonged Periods of Activity](#)
- [Nebraska Department of Education – Assistive Technology Partnership](#)
- [International Ergonomics Association](#)
- [Job Accommodation Network \(Accommodations Under the ADA\)](#)
- [An Ergo Setup Guide](#) (Knoll)
- [Computer and Desk Stretches \(DAS – Health Fitness/ Wellness Options Team\)](#)
- [Desk Set-Up Overview \(DAS – Health Fitness/Wellness Options Team\)](#)

Resources

Employees are encouraged to complete the EDC classes and review the reference materials first. There are times that minor adjustments and no-cost options help improve the employees' work environment. In addition, it is helpful to try out adjustments for a short duration (a few days or one week) prior to making permanent moves and/or purchases. Each employee is different and what works for one employee may not be appropriate for another.

Since there are numerous solutions and options to address each issue and there are specific NDE Administrative Memos, state statutes, and purchasing requirements, NDE Human Resources requests that you to visit with your supervisor PRIOR TO making ANY purchases relating to ergonomic adjustments.

Additional Information

If you have a medical condition or disability and require a formal ergonomic evaluation or accommodation, please visit with your supervisor for additional information, request forms, and materials.

Please refer to the [Human Resources Home Page – Ergonomics Section](#).

For additional questions or assistance, please contact NDE Human Resources at 402-471-2483.