



| v3 - LEED 2009

Ergonomics strategy

EQpc44 | Possible 1 point

Glossary

Intent

To promote healthy, comfortable, and productive work by designing the workplace to accommodate its users.

Requirements

Establishment

Develop and implement a comprehensive ergonomics policy that will enhance health and comfort during daily activity for at least 75% of workers. This strategy must include the following four components.

1. Identify activities and building functions for which addressing ergonomics is both desirable and possible through education and equipment.
Consult current ergonomics standards and guidelines relevant to the tasks that will be performed in the building. For computer workstations, these include:
 - BIFMA G1-2002 (to be superseded by BIFMA G1-2007 when balloted)
 - ANSI/HFES 100-2007
 - CSA Z412-00 (R2005)For non-computer workstations these include:
 - Z1004-09, OSHA 3192-05N(2004)
 - OSHA 3182 (revised 2009)
2. Define performance goals for the ergonomics strategy, addressing productivity, comfort, and health. Communicate the goals and ergonomics strategy to workers.
Provide an informal, periodic feedback system to collect anonymous responses and respond to them.
3. Maintain ongoing office user access to appropriate ergonomics machine, equipment, tools, work-aids (METWAs), furnishings, and accessories and education and education for all full time equivalent office occupants.
Evaluate METWAs, furnishings, and accessories to ensure they continue to meet the diversity of occupant needs and contribute to on-going risk reduction for work-related musculoskeletal disorders.
If office users spend 50% or more of their time at computer workstations, address display, computer peripherals (keyboard/mouse), work surface, and chair.
4. Provide ergonomics education. Offer at least two such opportunities at least one of which must be interactive. Conduct follow up-evaluations. Ergonomics education opportunities include the following:
 - Classroom sessions conducted by a Certified Professional Ergonomist (CPE or CCPE) accredited by the Board of Certification of Ergonomics Professionals (BCEP or CBCEP)
 - Regularly schedule workstation evaluations
 - Access to literature on products and basic information relevant to the office user's tasks;
 - Interactive Internet-based products (e.g., assessment and training tools)

Performance

Conduct a formal, periodic survey of office user satisfaction. The survey must cover a representative sample of office occupants making up at least 30% of the total occupants.

Track and report the results of the ergonomics strategy, ensure that the performance goals have been met, and identify areas for improvement.

Provide for ongoing occupant comfort by establishing quality criteria for interior lighting within a space.

Submittals

General

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- Complete the feedback survey:

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[CREDITS 28-42](#)

[CREDITS 43-56](#)

[CREDITS 57-67](#)

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[CREDITS 83-103](#)

Credit specific:

1. Strategic plan for a comprehensive ergonomics strategy outlining how each item will be achieved
2. Document the two education sessions
3. Example follow up survey