

# *Agenda*

**Thursday, July 21, 2016**  
**1:30 – 2:30 PM**

**University of California**  
Agriculture and Natural Resources

Welcome  
Announcements/Updates

Composting Program

Fidelity Investments Presentation

- New Choice Program
- Designing a Financial Roadmap

Second Street Operations Committee Update

New Faces in New Places

Open Discussion/Kudos

Safety Training *Ergonomics*

Chris Greer

Chris Greer  
Tu Tran

Rhett Woerly  
Jennifer Gilbert, City of Davis  
Conservation Coordinator

Rand Erickson

Danny Won

Chris Greer

Chris Greer

Malendia Maccree

*Please remember to sign in. Thank you.*



# City of Davis Organics Collection Program



[DavisRecycling.org](http://DavisRecycling.org)



**DavisRecycling**  
ZERO WASTE TOGETHER

# Program Basics: Single-Family Residential Service

- 95-gallon organics cart
  - Serviced every week, same day as trash and recycling
  - Yard materials, food scraps & food soiled paper
  - 35-gallon and 65-gallon carts available upon request
- Yard material piles
  - Picked up once a month January – October
    - during the week beginning with the first Monday of each month
  - Picked up every week from mid-October to mid-December
- Street sweeping
  - once a month, the week following yard material pile pick-up
- Billing will not change





# ORGANICS ONLY

## FOOD SCRAPS



PLACE ALL FOOD SCRAPS  
IN PAPER OR COMPOSTABLE  
BAGS OR CONTAINERS

## FOOD-SOILED PAPER



## YARD TRIMMINGS



DavisRec



**DavisRecycling**  
ZERO WASTE TOGETHER

ORGANICS			RECYCLING		GARBAGE	YARD MATERIAL PILES
<b>FOOD SCRAPS</b>  <b>FOOD-SOILED PAPER</b>  <b>YARD TRIMMINGS</b> 	<b>PLASTIC, GLASS &amp; METALS</b>  <b>PAPER</b> 					
<p><b>YES</b></p> <ul style="list-style-type: none"> <li>✓ fruits &amp; vegetables</li> <li>✓ bones</li> <li>✓ eggshells</li> <li>✓ rice, beans &amp; pasta</li> <li>✓ meat, poultry &amp; seafood</li> <li>✓ dairy products (no liquids)</li> <li>✓ milk cartons, ice cream cartons and other cartons found in the refrigerated section of stores</li> <li>✓ greasy pizza boxes</li> <li>✓ waxed papers</li> <li>✓ tea bags</li> <li>✓ coffee grounds &amp; filters</li> <li>✓ paper napkins &amp; paper towels</li> <li>✓ facial tissue</li> <li>✓ paper plates</li> <li>✓ paper take-out food packaging</li> <li>✓ plants &amp; flowers</li> <li>✓ yard trimmings</li> </ul> <p><b>NO</b></p> <ul style="list-style-type: none"> <li>✗ plastics</li> <li>✗ glass</li> <li>✗ metals</li> <li>✗ dirt, rock &amp; concrete</li> <li>✗ kitty litter</li> <li>✗ non-compostable material</li> </ul>	<p><b>YES</b></p> <ul style="list-style-type: none"> <li>✓ containers must be empty</li> <li>✓ remove caps &amp; lids, place in cart separately</li> <li>✓ labels are okay</li> <li>✓ all rigid plastics #1-#7</li> <li>✓ all plastic containers</li> <li>✓ food &amp; beverage glass bottles and jars</li> <li>✓ aluminum, tin &amp; steel cans</li> <li>✓ aluminum foil</li> <li>✓ empty aerosol &amp; paint cans</li> </ul> <p><b>NO</b></p> <ul style="list-style-type: none"> <li>✗ plastic bags, film or wrap</li> <li>✗ plastic foam</li> <li>✗ packing peanuts</li> <li>✗ tires or hoses</li> <li>✗ light bulbs</li> <li>✗ mirrors</li> <li>✗ window glass</li> <li>✗ auto glass</li> <li>✗ dishes &amp; pans</li> <li>✗ scrap metals</li> <li>✗ porcelain &amp; ceramics</li> </ul>	<p><b>YES</b></p> <ul style="list-style-type: none"> <li>✓ junk mail</li> <li>✓ magazines</li> <li>✓ catalogs</li> <li>✓ cereal boxes</li> <li>✓ phone books</li> <li>✓ paper bags</li> <li>✓ newspaper</li> <li>✓ toilet paper tubes</li> <li>✓ paper towel tubes</li> <li>✓ egg cartons</li> <li>✓ computer paper</li> <li>✓ notebook paper</li> <li>✓ colored paper</li> <li>✓ windowed envelopes</li> <li>✓ staples are OK</li> </ul> <p><b>NO</b></p> <ul style="list-style-type: none"> <li>✗ juice/milk cartons</li> <li>✗ paper towels or tissues</li> <li>✗ paper napkins</li> <li>✗ wax or plastic-coated paper</li> <li>✗ photos</li> <li>✗ paper clips &amp; clasps</li> <li>✗ waxed cardboard</li> <li>✗ packing materials</li> </ul>	<p><b>YES</b></p> <ul style="list-style-type: none"> <li>✓ foam &amp; film plastic</li> <li>✓ diapers</li> <li>✓ food wrappers</li> <li>✓ glass &amp; ceramic cookware</li> <li>✓ pet waste</li> <li>✓ cat litter</li> <li>✓ juice boxes and other "shelf-stable" cartons found unrefrigerated at stores</li> </ul> <p><b>NO</b></p> <ul style="list-style-type: none"> <li>✗ recyclable items</li> <li>✗ compostable items</li> <li>✗ hazardous waste</li> <li>✗ liquids</li> </ul>	<p>Excess yard trimmings that cannot fit in the organics cart may be placed for pick-up in piles on the street. Please see below for details.</p> <p><b>Starting July 2016:</b> On-street yard material piles will be collected once a month (the week of the first Monday of every month) and every week during the leaf-drop season (the third Monday in October through mid-December).</p> <p><b>Yard material piles may not be placed in the street more than 5 days before a scheduled pick-up.</b></p> <p><b>Yard Material Pile Rules:</b></p> <ul style="list-style-type: none"> <li>→ Leaves and grass are not allowed in yard material piles unless the organics cart is already full.</li> <li>→ Place yard materials directly adjacent to the property they came from, not across the street or around the corner.</li> <li>→ Place your yard material 18" from the curb or gutter.</li> <li>→ Yard material piles may not be larger than 5 feet in any direction.</li> <li>→ Do not block fire hydrants, driveways or stormdrain inlets.</li> <li>→ Yard material piles cannot be placed in any part of a bicycle lane. Yard material piles are not permitted on streets where they will block the bike lane.</li> <li>→ Do not park within 3 feet of a yard material pile.</li> <li>→ Yard material piles may not be placed in the street more than 5 days before a scheduled pick-up.</li> <li>→ Do not blow or sweep leaves and other yard debris into the street, unless the materials are placed into piles that follow all the yard material pile rules mentioned above.</li> <li>→ Streets will be swept once a month.</li> </ul>		



## 2016 Yard Material Pile Collection Days

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Scheduled yard waste pile collection days



# Questions?

Jennifer Gilbert  
Conservation Coordinator  
[JGilbert@CityofDavis.org](mailto:JGilbert@CityofDavis.org)  
757-5688



**DavisRecycling.org**

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# The UC Retirement Choice Program

UNIVERSITY  
OF  
CALIFORNIA



# Helping you plan for a successful retirement



Introduction to your primary retirement options

**You have a choice of two  
Primary Retirement Options:**



**PENSION CHOICE**



**SAVINGS CHOICE**



# Who is eligible?

## You are eligible for the UC Retirement Choice Program if you:

- Are hired into an eligible faculty or staff appointment on or after July 1, 2016
- Complete an hours requirement on or after July 1, 2016 (generally, 1,000 hours worked within a 12-month period.)
- Are rehired into an eligible faculty or staff appointment on or after July 1, 2016, following a “tier” break in service<sup>1</sup>.

**Note:** If you are represented by a union, your retirement benefits are governed by your union’s contract with UC and may be different than the benefits we’re discussing in this workshop. Please refer to your collective bargaining agreement for details.

<sup>1</sup>In general, a “tier” break in service occurs if you do not return to UC employment before the end of the month following the month you separated from service.

## Time is of the essence—make your choice now

- Choice must be made within 90 days from your date of hire (or qualifying eligibility date)
- Enrollment in Pension Choice can't be changed once election is made or default enrollment takes place
- Enrollment in Savings Choice may allow the possibility of changing your enrollment in several years
- If you don't make a choice within 90 days, you will be automatically enrolled in the Pension Choice
- Once an election is made, the Choice window will close
- Contributions begin prospectively, following choice election, based on payroll processing cycles. Waiting to make choice could mean missing out on valuable contributions from UC and service credit under Pension Choice.

# Pension Choice – *Contributions*

## If you are new to UC<sup>1</sup>

- You contribute 7% of eligible pay
  - Contributions on pay up to \$117,020 go to your pension benefit
  - Contributions on pay above \$117,020 go to your supplemental account
- UC contributes 8% of your eligible pay, up to \$117,020, for your pension benefit
  - UC's contribution to your supplemental account varies by job code:
    - **Eligible faculty**: 5% \*
    - **Staff and other academic appointees**: 3% on pay above \$117,020\*

## If you are a rehired former UC employee or newly eligible employee who is eligible for choice<sup>2</sup>

- You contribute 7% of your eligible pay, up to the \$265,000 IRS pay maximum.
- UC contributes 8% of your eligible annual pay, up to the \$265,000 IRS pay maximum

<sup>1</sup> New to UC on/after 7/1/2016

<sup>2</sup> Previously worked for UC before 7/1/2016

\*Up to the \$265,000 IRS pay maximum.



# Savings Choice – *Contributions*



You Contribute:



UC Contributes:

Total annual contributions made  
to your account:

**7%**  
OF ELIGIBLE  
ANNUAL PAY\*



**8%**  
OF ELIGIBLE  
ANNUAL PAY\*



**15%**  
OF ELIGIBLE  
ANNUAL PAY\*

\*Up to the \$265,000 IRS pay maximum.

# Primary Retirement Options – *Pension vs. Savings*

## Who might be interested?

### Consider Pension Choice if you

- ✓ Expect to work for UC for most of your career.
- ✓ Want predictable retirement income payments.

### Consider Savings Choice if you

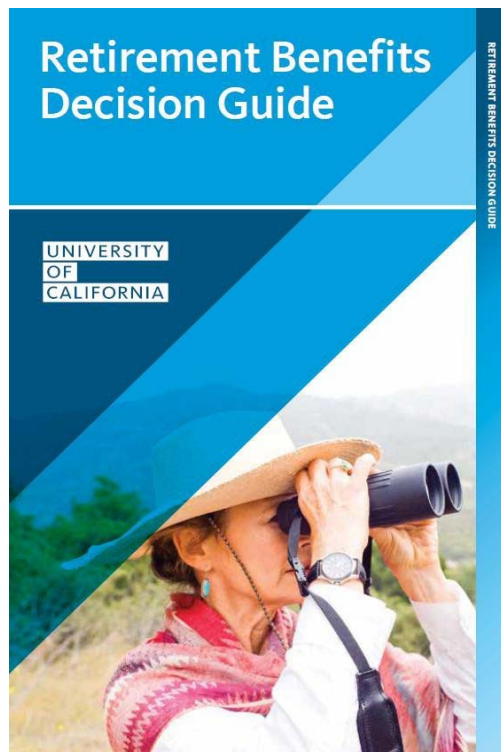
- ✓ Want a portable retirement benefit you can roll over into another employer's retirement plan or an IRA if you leave UC.
- ✓ Are comfortable choosing and managing your investments.

- Resources  
to Help with Your  
Decision





# Resources – *Decision Guide*



## **Your Decision Guide includes:**

- Detailed information on each of the options
- Illustration of different choices
- Links to additional information and resources

# Resources – UCnet

## UCnet:

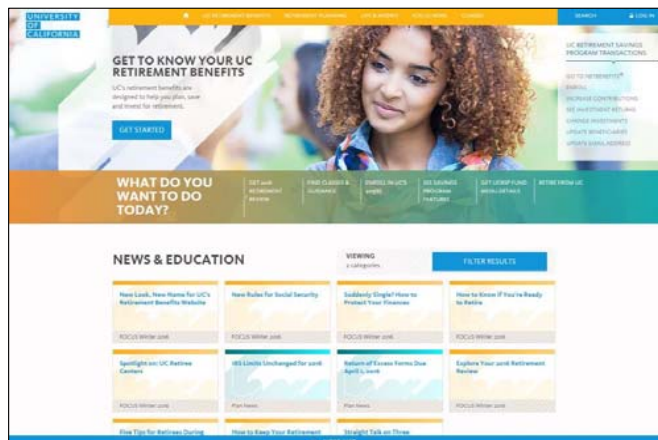
- UC benefits information
- Videos
- Fact Sheets
- FAQs
- Tools



VISIT <http://ucnet.universityofcalifornia.edu>

# Resources –

## [www.myUCretirement.com](http://www.myUCretirement.com)



### myUCretirement.com

- Decision Guide
  - Fact Sheets
  - FAQs
- Links to additional information and resources
- Retirement Decision Tool
- Information about the UC Fund Menu



READY TO MAKE YOUR DECISION? GO TO

<http://myUCretirement.com/choose>

# Resources – *Retirement Counseling*

## **A Retirement Planner can help you:**

- Understand your financial situation
- Consider which option might better fit your needs
- Navigate the decision-making process
- Determine if you need to save more on your own
- Plan for other financial goals



CALL **1-800-558-9182** OR SCHEDULE ONLINE AT  
<http://getguidance.fidelity.com/universityofcalifornia>

# What You Need to Do

## Within your 90-day election period:

- 1 Go to [www.myUCretirement.com/choose](https://www.myUCretirement.com/choose). You'll get a quick refresher on the options and how they compare.
- 2 Consider your options carefully, and when you're ready select your choice online. Make your choice only when you are sure which option works best for you. Once an election is made, it can't be changed, even during the 90-day period.
- 3 You'll receive a confirmation statement with next steps to consider.

If you don't choose a primary retirement option, you will be automatically enrolled in Pension Choice at the end of the 90-day period.

# We're Here to Help

**Schedule your one-on-one retirement counseling  
appointment today!**



CALL **1-800-558-9182** OR SCHEDULE ONLINE AT  
<http://getguidance.fidelity.com/universityofcalifornia>



# Disclosures

***Before investing in any mutual fund, consider the investment objectives, risks, charges, and expenses.  
Contact Fidelity for a prospectus or, if available, a summary prospectus containing this information.  
Read it carefully.***

Investing involves risk, including risk of loss.

Guidance provided is educational.

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Create a budget, ditch your debt, and start

# BUILDING FOR THE FUTURE



CREATE A BUDGET

## What goes into YOUR BUDGET?

---

Essential  
SPENDING



Essential  
SAVINGS



Other wants  
& GOALS



CREATE A BUDGET

# Essential

- Housing
- Food
- Health care
- Transportation
- Childcare
- Minimum debt payments & other obligations

Essential  
EXPENSES

A good target  
**50%**

Or less of take-home pay

Other wants  
& GOALS



Source: Strategic Advisers, Inc., a registered investment adviser and Fidelity Investments company.

CREATE A BUDGET

## Essential SAVINGS

Enough  
Essential  
to cover  
SPENDING

**3-6**

months of  
expenses

- Save for retirement
- Build an emergency fund
- Save for unplanned expenses

**15%**  
~~100%~~  
~~50%~~

Take home  
(not take home pay)

Source: Strategic Advisers, Inc., a registered investment adviser and Fidelity Investments company.

CREATE A BUDGET

## Essential SPENDING



## Essential SAVING



## Other wants & GOALS

- It's up to you
- Build a better retirement
- Save for a car, home, child's education, or wedding
- Pay off big debts

Source: Strategic Advisers, Inc., a registered investment adviser and Fidelity Investments company.



# Steps to balancing SAVINGS AND DEBT

---

1



Save for unplanned expenses

2



Save for retirement

3



Pay off high-interest credit cards, then lower interest ones

4



Pay off private student loans

5



Save more for retirement

6



Make your payments on lower-interest-rate debt

Source: "How to Pay Off Debt—and save too," Fidelity Viewpoints, Fidelity.com 4/3/14.

*Keep in mind that investing involves risk. The value of your investment will fluctuate over time and you may gain or lose money.*

Fidelity does not provide legal or tax advice. The information herein is general in nature and should not be considered legal or tax advice. Consult an attorney or tax professional regarding your specific situation.

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# 2016 Ergonomic Program Updates and Training

UC ANR All Staff Meeting - July 21, 2016

Malendia Maccree, CIH

UC ANR Environmental Health and Safety

[mmmaccree@ucanr.edu](mailto:mmmaccree@ucanr.edu) (530)219-3732

# Ergonomics Topics

- Be Smart About Safety (BSAS) funding for ergonomic equipment
- Online ergonomic evaluations and tools
- Desk height adjustments
- Ergonomic injury prevention

# Requesting Be Smart About Safety (BSAS) Funds

1. Requester(s) completes the online ergonomic assessment.
2. Submit a Be Smart About Safety (BSAS) funding request and office ergonomic equipment request form
  - Office Ergonomic Equipment is eligible for 50% funding by BSAS, with the other 50% from local department funds.
  - The requested equipment must be indicated by the results of the ergonomic assessment(s)
3. Risk & Safety Services will review the BSAS application and if approved, provide the account number for the 50% funding.
4. Requester or department makes the purchase and directs the expense to 50% BSAS account, 50% other local account(s).
5. Requester or department makes arrangement for installation of equipment.



# Requesting Be Smart About Safety (BSAS) Funds

Ergonomic assessment website:

[http://safety.ucanr.edu/Training/Ergonomic\\_Training/Ergonomic\\_Assessment/](http://safety.ucanr.edu/Training/Ergonomic_Training/Ergonomic_Assessment/)

Online ergonomic assessment software



Website request form

Instructions: Use this form to request an Ergonomic Evaluation. All fields are required to be completed. This service is available to employees only.

Name \*

Phone \*

Email \*

Location or Department \*

Job Title \*

Supervisor \*

Type of Request

- ☐ Ergonomic workstation evaluation
- ☐ Seating evaluation
- ☐ Information and demonstration of ergonomic office equipment
- ☐ Ergonomic evaluation for equipment or work task (other than computer workstation)

Reason(s) for Request

- ☐ I experience discomfort (associated with my workstation or job task)
- ☐ I have a new workstation/job task or I am new to the job
- ☐ I want to ensure my workstation is set up ergonomically correct
- ☐ I want to ensure that I do not injure myself while performing a job task
- ☐ Other (please specify)

Please identify your primary work tasks (check all that apply)

- ☐ Computer use
- ☐ Phone calls (making and/or receiving)
- ☐ Deskwork / Paperwork
- ☐ Filing
- ☐ Lifting
- ☐ Operating machinery or equipment
- ☐ Animal handling

# Be Smart About Safety (BSAS) Website

<http://safety.ucanr.edu/Programs/BSAS/>

**ASK** Ask EH&S a Question

Home

Guidelines, Policies & Procedures

Plans, Forms and Templates

Programs

Be Smart About Safety

- Business Travel
- Continuity Planning
- Driver Safety
- Emergency Management
- Environmental
- Field Operations
- Food Safety Education
- Workplace Ergonomics

## Be Smart About Safety

### Be Smart About Safety (BSAS) Loss Prevention & Loss Control Funding - for ANR

Each year, the Risk Services office at UC Office of the President budgets a small amount of its total budget allocation to fund proactive Loss Prevention (LP) and Loss Control (LC) projects at the campuses and medical centers. This funding is intended for projects specific to the purpose of reducing the frequency and/or severity of potential loss in the areas of our workers' compensation, general liability, employment, auto and property programs. ANR is eligible to receive Be Smart About Safety funds along with the campuses and medical centers.

#### Resources

- [Approved First Aid Kits](#)
- [Ergonomic Equipment Catalog](#)

#### How to Apply for BSAS Funds

To submit a Be Smart About Safety Funding Request, contact your location's [Safety Coordinator](#), or [Ask EH&S](#).

- [BSAS Memo](#)
- [BSAS Request Form](#)
- [BSAS Office Ergo Request](#)

BSAS funding request form: <http://safety.ucanr.edu/files/178981.pdf>

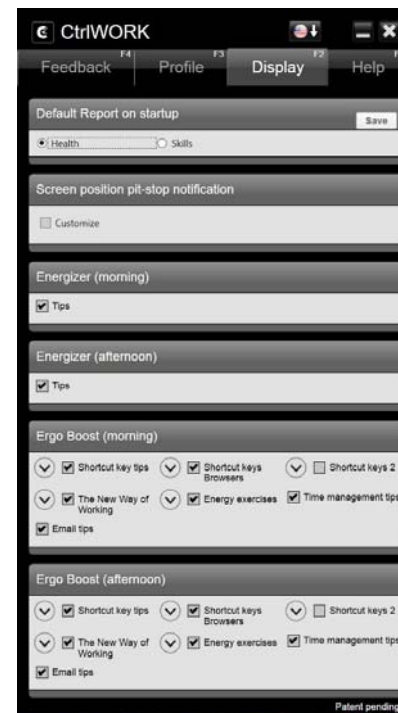
BSAS ergonomic equipment form: <http://safety.ucanr.edu/files/178982.pdf>

# CtrlWORK Software for Ergo Breaks

Visit EHS website or contact Malendia for a download link



Customize settings for type, amount, and frequency of desktop reminders



# CtrlWORK Software for Ergo Breaks

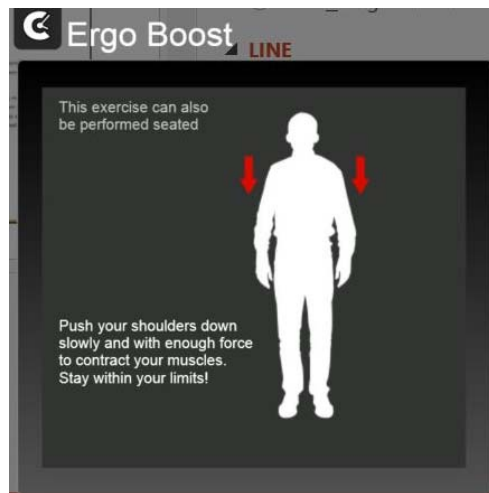
Visit EHS website or contact Malendia for a download link



Monitor your computer use with daily and weekly statistics

# CtrlWORK Software for Ergo Breaks

Visit EHS website or contact Malendia for a download link



Reminders throughout the day:

- Ergo Boost Exercises
- Shortcut keystrokes
- Eye exercises
- Hand stretches
- Time-out breaks
- Productivity tips

# Desk Height Adjustment

Departments will now request desk height alterations directly from UCD special services

The Process:

1. Determine the desired height for the desktop surface
  - Measure old desk
  - Request ergonomic evaluation
2. Request desk height adjustment on UCD Buy website
3. Special services will contact customer to arrange for service



# Desk Height Adjustment

- Cost is lower if multiple orders can be grouped together
  - Each trip to our building = 2 workers for 1hr travel/set-up
  - Each adjustment requires 2 workers for at least 30 min
  - Typical cost of a single cubicle desk height adjustment: \$95
- Desk must be cleared of all items (including your computer)
- Furniture repairs or defects should be reported to facilities
- Desk hazards and ergonomic issues should be reported to EHS
- Facilities and EHS provide advising for furniture purchases

# Desk Height Adjustment

## UCD Buy Special Services

The screenshot shows the UCD Buy website homepage. At the top, there's a navigation bar with links: Shop/Order, Customer Profile, Routing, and Help. Below this is a sub-navigation bar with links: Hosted Catalog Search, Single Item Entry, Multiple Item Entry, My Favorites, and View Cart. The main content area is divided into several sections. On the left, there's a 'Good Afternoon Mary' greeting and a 'Hosted Catalog Search' button. Below this is a list of 'Shop Hosted Catalogs' including Central Business, OfficeMax Furniture, and Stock Furniture. There's also a 'Shop Vendor Sites (Pinch-out)' section with links to various vendors like Best Buy, CDW, and others. A 'Shipping Services' section lists FedEx and others. A 'Special Orders' section lists Furniture, Games, Special Services, and All Other. On the right, there's a 'Need Help? Start here ...' section with links to 'About UCD Buy', 'Creating your profile', 'Delivery information', 'Ordering information and tips', 'What can I buy?', and 'More Help resources'. Below this is a 'UCD Buy Lookups and Reports' section with links to 'Billing Report', 'Generate Favorites List NEW', 'Order Lookup by Reference', 'Order Lookup by User ID', and 'Lookup by Order Number'. There's also a 'Related links' section with links to 'Lookups & Reports', 'MM Decision Support Reports', 'UC Systemwide Agreement Lookup', 'Forms', and 'Gas cylinder return request'. At the bottom, there's a 'You might also be interested in these campus services:' section with links to 'Aggie Surplus', 'Campus Copier Program', 'Document Storage and Shredding', 'Storage, retrieval and shredding offered right here on campus', 'Reprographics Document Services', 'Software@UC Davis', and 'Your one-stop shop for information concerning software available to the UC Davis Community'. A footer at the bottom says 'Comments, questions or suggestions on UCD Buy? Let us know.'

The screenshot shows the 'Add to Cart' form on the UCD Buy website. At the top, there's a navigation bar with links: Shop/Order, Customer Profile, Prior Special Services Orders, and Help. Below this is a sub-navigation bar with links: Add Item, View Cart, and Customer Order Information. The main content area is titled 'Add to Cart'. Below the title, there's a paragraph: 'Please provide as much information as possible about the services you are requesting from our Special Services Crew. You can enter up to 300 characters in the description.' Below this is a note: 'A \* denotes a required entry.' The form has a section titled 'Description of work to be performed by' with a sub-label 'Special Services: \*'. Below this is a large text input area. At the bottom of the form, there are two buttons: 'Add to Work Order' and 'Cancel'. Below the buttons is a section titled 'Accounting Information' with a table. The table has five columns: COA\*, Account Number\*, Sub Account, Project, and Reference. The first row of the table has input fields for each column. Below the table is a 'Billing ID' input field and a 'Click to Look Up Account' button.

COA*	Account Number*	Sub Account	Project	Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

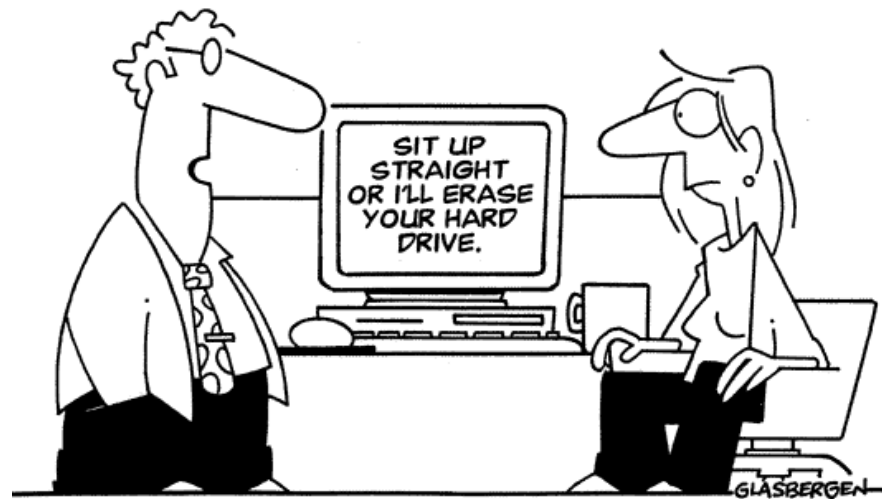
# Signs of Ergonomic Stress

- Tingling, numbness, or loss of sensation in hands
- Swelling, inflammation, or stiffness in joints
- Pain: sharp, dull, or burning sensation
- Clumsiness / loss of coordination
- Discomfort or tightness in the muscles
- Weakness
- Cold hands



# Causes of Ergonomic Stress

© 2000 Randy Glasbergen. [www.glasbergen.com](http://www.glasbergen.com)



"It's called Ergonomics."

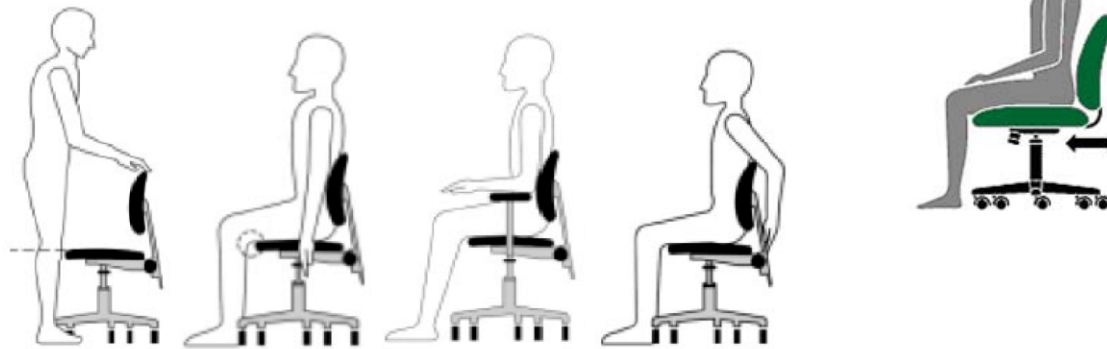
# Preventing Ergonomic Injuries



"I love my ergonomic office chair. It reclines, has heated vibrating massage, and provides electro-shock therapy at the end of a stressful day!"

# Legs and Hips

- Feet should be well supported (either by the floor or a footrest)
- The angle at hips and knees should be  $>90^\circ$
- Back should be well supported by your chair



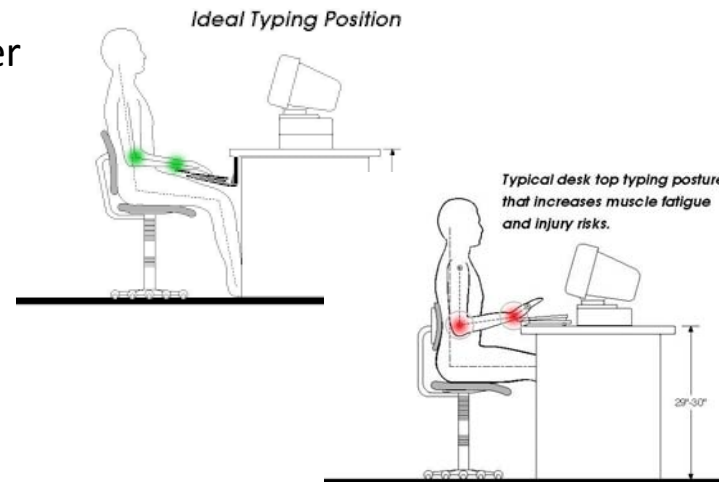
# Arms

- Upper arms should remain close to your body and

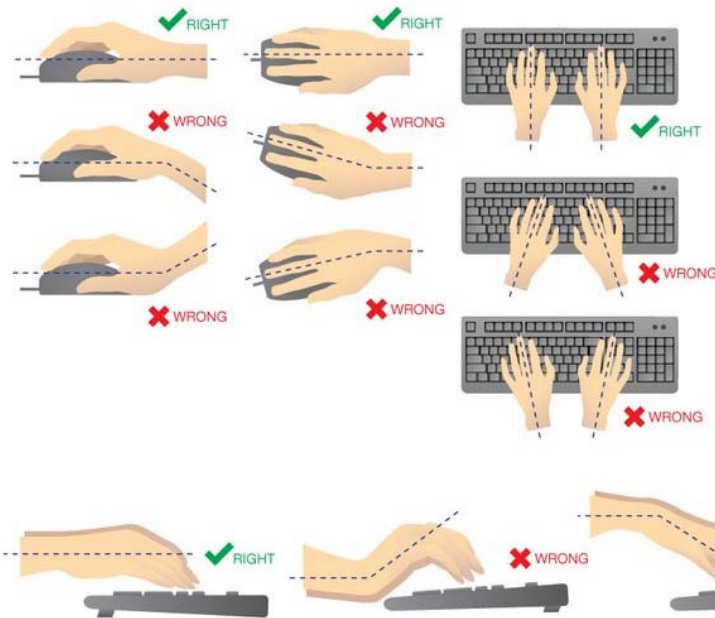
**RELAXED**



- Elbow angle should be 90 or greater
- Forearms should be **parallel** with the ground or angled **slightly downward**



# Wrists



Wrists should remain in a  
**neutral position**

Avoid resting wrists on  
surfaces **while**  
**typing/mousing**



# Just Resting?

Wrist and arm rests are not there to hold your body parts up

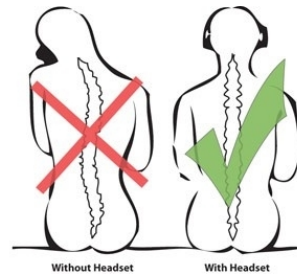
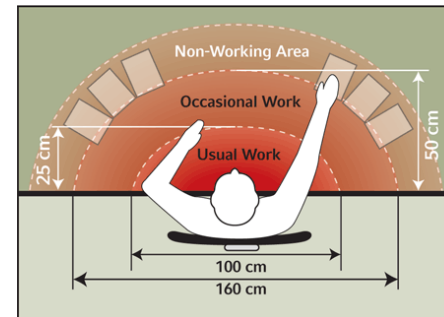
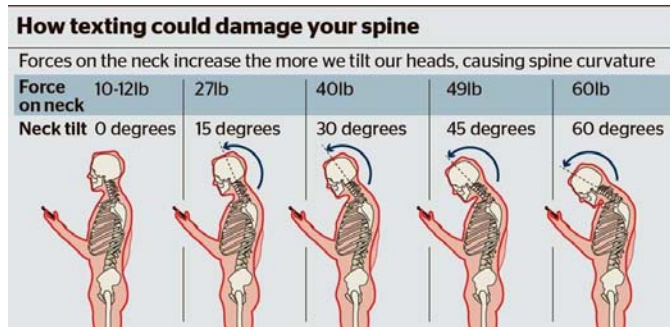


Wrist pads can immobilize the wrist or increase pressure on wrist

Rest arms and wrists **between typing strokes**

Try resting the **palm of hand** on a pad instead of the wrist

# Head, Neck, and Shoulders



Your head and neck should remain upright

Your upper arms should remain close to your body and relaxed

# How much activity does an adult need?



2 hours and 30 minutes (150 minutes) of [moderate-intensity aerobic activity](#) (i.e., brisk walking) every week **and** [muscle-strengthening activities](#) on 2 or more days a week that work all major muscle groups (legs, hips, back, abdomen, chest, shoulders, and arms).

OR



1 hour and 15 minutes (75 minutes) of [vigorous-intensity aerobic activity](#) (i.e., jogging or running) every week **and** [muscle-strengthening activities](#) on 2 or more days a week that work all major muscle groups (legs, hips, back, abdomen, chest, shoulders, and arms).

OR



An equivalent mix of moderate- and vigorous-intensity [aerobic activity](#) **and** [muscle-strengthening activities](#) on 2 or more days a week that work all major muscle groups (legs, hips, back, abdomen, chest, shoulders, and arms).

# How much activity does an adult need?



10 minutes at a time is fine...

10-minute activities performed 2-3 times per day will add up to about 140 – 210 minutes per week

150 minutes each week = 2 ½ hours.... about the same amount of time you might spend watching a movie.

It's about what works best for you, as long as you're doing physical activity at a moderate or vigorous effort for at least 10 minutes at a time.

# How much rest does an adult need?

Age	Recommended Amount of Sleep
Newborns	16–18 hours a day
Preschool-aged children	11–12 hours a day
School-aged children	At least 10 hours a day
Teens	9–10 hours a day
Adults (including the elderly)	7–8 hours a day

Insufficient sleep is linked to:

- Increased risk for diabetes, stroke, heart disease, and hypertension
- Increased risk for obesity and difficulty maintaining healthy weight
- Poor performance, mistakes, and accidents during the day

(Institute of Medicine (US) Committee on Sleep Medicine and Research, 2006)

# Ergonomic Resources

[http://safety.ucanr.edu/Training/Ergonomic\\_Training/Ergonomic\\_Resources/](http://safety.ucanr.edu/Training/Ergonomic_Training/Ergonomic_Resources/)

SafetyNote #10 "Safe Lifting Practices"

SafetyNote #28 "Computer Workstation"

SafetyNote #69 "Continuous Standing Practices"

UCD SafetyNet #17 "Personal Computer Workstation Checklist"

UCD SafetyNet #29 "Back Belts"

UCD SafetyNet #41 "Protect Your Wrists and Hands from Repetitive Motion Injury"

UCD SafetyNet #46 "Lifting"

UCD SafetyNet #96 "Keyboard and Mouse Use"

Recommended ergonomic equipment:

[http://safety.ucanr.edu/Training/Ergonomic\\_Training/Equipment\\_Catalog/](http://safety.ucanr.edu/Training/Ergonomic_Training/Equipment_Catalog/)

# Ergonomic Resources

[http://safety.ucanr.edu/Training/Ergonomic\\_Training/](http://safety.ucanr.edu/Training/Ergonomic_Training/)

If you cannot find what your are looking for or you have a suggestion, please send us a note by filling in the survey below.

**\* = Required**

Question or Problem: \*

Name

Email \*

**Survey Verification \*** For verification that you are human, please enter the following code in the box below:  
**FJDDTV**

*(if the code is not entered correctly, the survey will not be submitted)*

# Questions??

Safety presentation that are shared in our building all-staff meeting are also made available on our website:

[http://safety.ucanr.edu/Training/Presentations/Staff\\_Meetings/](http://safety.ucanr.edu/Training/Presentations/Staff_Meetings/)