

Agenda

August 18, 2016
ANR Staff Meeting

University of California
Agriculture and Natural Resources

Welcome

Announcements/Updates

Introduction - Associate Vice President

UC ANR Learning & Development Presentation

Second Street Operations Committee Update

New Faces in New Places

Open Discussion/Kudos

Safety Training – Ergonomics *Revisited*

Chris Greer

Chris Greer

Tu Tran

Wendy Powers

Jodi Azulai

Lauren McNees

Chris Greer

Chris Greer

Malendia Maccree

Please remember to sign in for Safety Training credit

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Welcome
Associate Vice President
Wendy Powers



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ANR Learning & Development



ANR Learning
&
Development

Presentation objectives

- Get familiarized with ANR L&D
- Come away with at least 1 idea for your professional development
- Navigate ANR L&D website
- Be aware of career development tools

University of California
Agriculture and Natural Resources

***"Nurturing your own development isn't selfish.
It's actually a great gift to other people."***

–Dr. Rick Hanson PhD

ANR Learning & Development

University of California
Agriculture and Natural Resources



Learning

Learning → Development

Job Mastery

Developing Others



UC Core Competencies

Training impact plan

On the job learning

Career planning tools

If you don't take it back to work...



**...it's
just
scrap
learning**



2015 Staff Engagement Survey

UNIVERSITY
OF
CALIFORNIA

Human
Resources



**Volume UOC-13: DIVISION OF AGRICULTURE AND
NATURAL RESOURCES 2015 REPORT**

Data Collected: 2nd Quarter of 2015



Bottom 10 Items

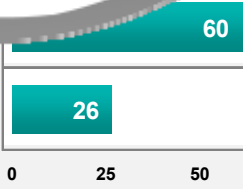
ANR [W] (N=174)

vs. UC OVERALL [W] (N=9,468)

Bottom 10 Differences From

	Diff	Neutral Midpoint	Total Unfavorable	Don't Know (Other)
PERFORMANCE MANAGEMENT: I feel that my pay is not matched to my performance.	-14*	11	74	
CAREER DEVELOPMENT: I believe my campus/location is doing a good job of providing me with the development and growth opportunities I need.	-13*	7	33	
CAREER DEVELOPMENT: I believe my campus/location is doing a good job of helping me meet my career objectives within the UC system.	-11*	17	35	
PERFORMANCE MANAGEMENT: My campus/location does a good job of recognizing my performance.	-10*	14	37	
IMAGE/BRAND: My campus/location does a good job of representing the UC system.	-10*	20	23	
CAREER DEVELOPMENT: My campus/location does a good job of providing me with the necessary information and resources to help me succeed.	-8*	19	36	
ENGAGEMENT: At the present time, I am not considering leaving the UC system?	-7		26	22
ORGANIZATIONAL CHANGE: General changes across the UC system are being implemented in a timely and effective manner.	-6	27	43	
COMMUNICATION: My campus/location does an excellent job of keeping employees informed about important organizational matters.	-6	13	28	
CAREER DEVELOPMENT: My campus/location is doing a good job of planning for my future succession.	-5	31	43	

Bottom
10 differences
from benchmarking



* indicates a statistically significant difference

Bottom 10 Items

ANR [W] (N=174)

vs. UC OVERALL [W] (N=9,468)

Bottom 10 Differences From Benchmark

	Total Favorable	Diff	Neutral Midpoint	Total Unfavorable	Don't Know (Other)
PERFORMANCE MANAGEMENT: I feel my campus/location does a good job matching pay to performance.	14	-14*	11	74	
CAREER DEVELOPMENT: I believe I have the opportunity for personal development and growth within the UC system.	60	-13*	7	33	
CAREER DEVELOPMENT: I am confident I can achieve my personal career objectives within the UC system.	48	-11*	17	35	
PERFORMANCE MANAGEMENT: I feel my personal contributions are recognized.	48	-10*	14	37	
IMAGE/BRAND: My campus/location is highly regarded by its employees.	57	-10*	20	23	
CAREER DEVELOPMENT: My campus/location provides people with the necessary information and resources to manage their own careers effectively.	45	-8*	19	36	
ENGAGEMENT: At the present time, are you seriously considering leaving the UC system?	52	-7		26	22
ORGANIZATIONAL CHANGE: Generally, recent major organizational changes across the UC system have been: Explained well	31	-6	27	43	
COMMUNICATION: My campus/location does an excellent job of keeping employees informed about important organizational matters affecting us.	60	-6	13	28	
CAREER DEVELOPMENT: My campus/location is doing a good job of planning for management succession.	26	-5	31	43	

0 25 50 75 100 * indicates a statistically significant difference

Bottom 10 Items

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So give us a
website tour
already!



ANR Learning and Development



[Home](#) [Catalog](#) [Request/suggest training](#) [Learning resources](#) [Career planning tools](#) [Contact Us](#) [Job mastery catalog](#)

Home

UC ANR Supports Learning and Development

To position ANR as the premiere source of knowledge and science for agricultural and natural resources issues, it is vital that our people keep their knowledge and skills at peak performance. The ANR Learning and Development website offers an array of opportunities for employee learning and professional development that can help serve that goal. I strongly encourage employees to take full advantage of these resources as well as other opportunities to enhance their personal and professional growth.

–Glenda Humiston, Vice President

[ANR employees share experience](#)

Catalogs

- [-Main](#)
- [-Job mastery](#)
- [-UC core competencies](#)

- [Career planning tools](#)
- [Contact ANR Learning and Development](#)
- [Instructional design & training development resources](#)
- [Learning resources](#)
- [Request/suggest training](#)

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SAVE the date

Monday - October 31, 2016

11:30 AM to 1:30 PM

HALLOWEEN POTLUCK

.....more details to follow from:

Integrated Pest Management

Contracts and Grants

Program Planning and Evaluation



contests and fun

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2016 Ergonomic Program Updates and Training

UC ANR All Staff Meeting – August 18, 2016

Malendia Maccree, CIH

UC ANR Environmental Health and Safety

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/

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

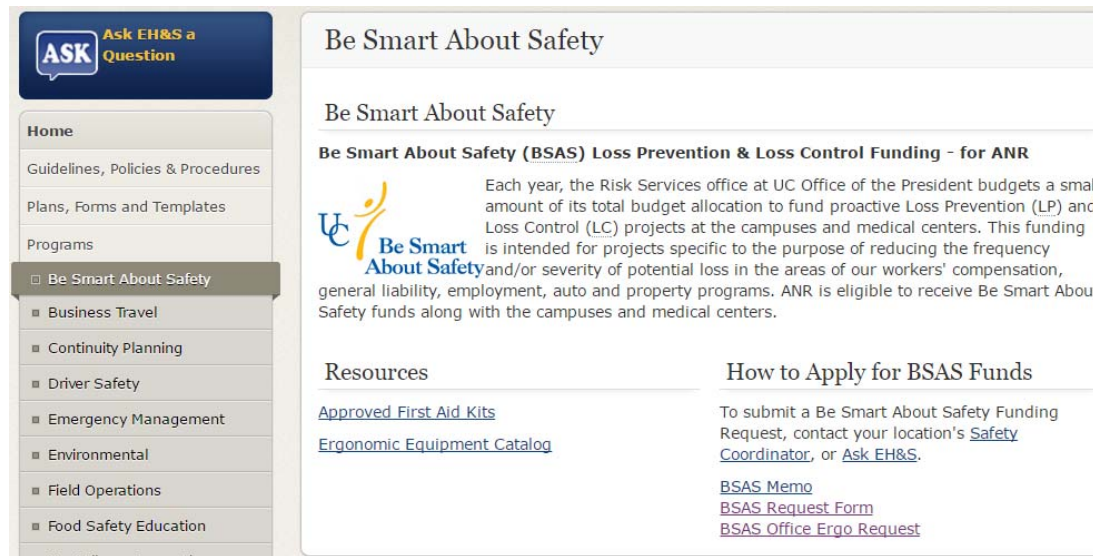
- I experience discomfort (associated with my workstation or job task)
- I have a new workstation/job task or I am new to the job
- I want to ensure my workstation is set up ergonomically correct
- I want to ensure that I do not injure myself while performing a job task
- Other (please specify)

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

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>

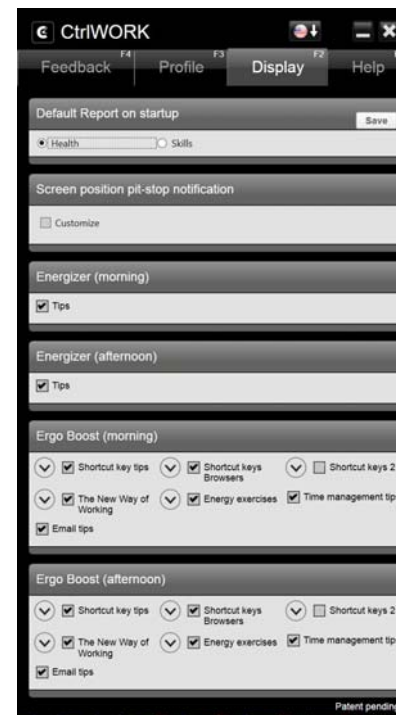
BSAS ergonomic equipment form: <http://safety.ucanr.edu/files/178982.pdf>

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

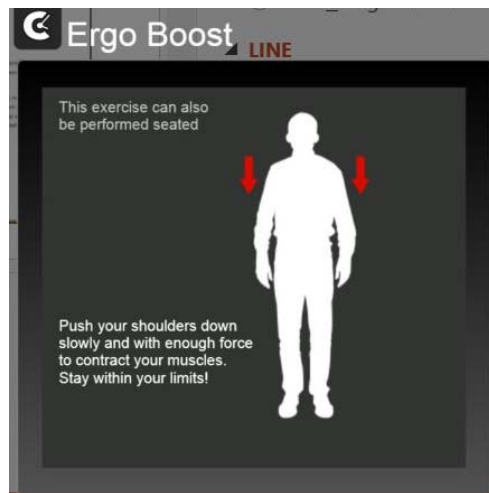
Visit EHS website or contact Malendia for a download link



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

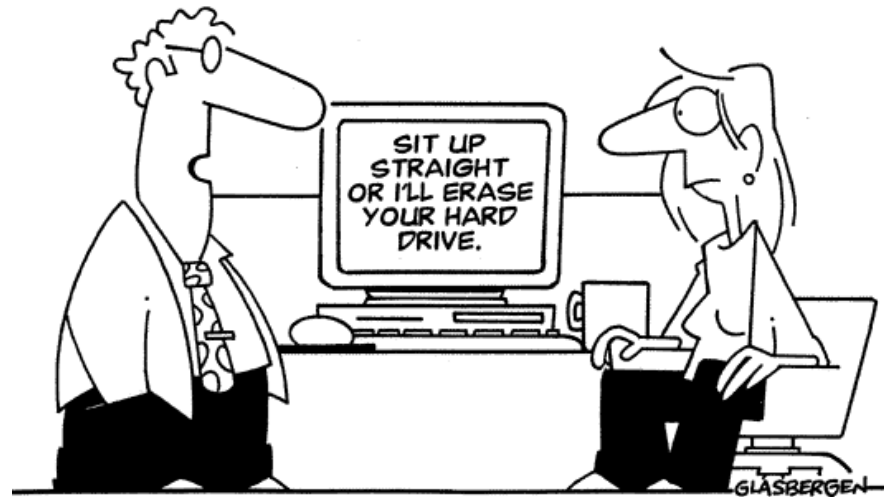
Signs of Ergonomic Stress

- 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



"It's called Ergonomics."

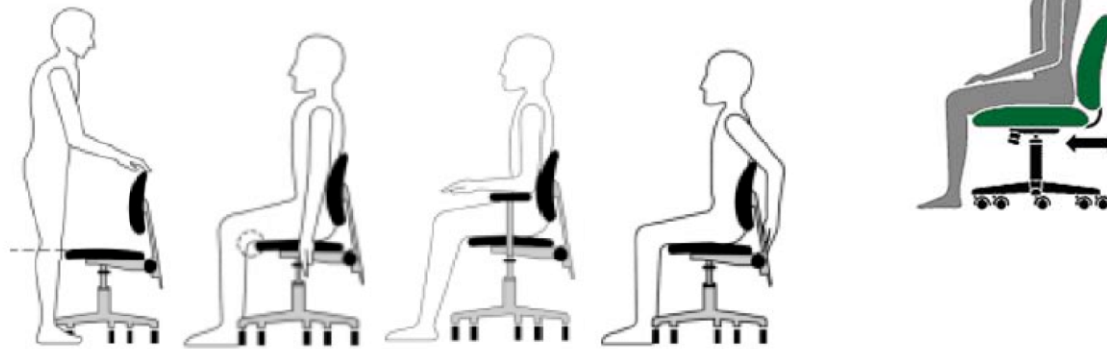
Preventing Ergonomic Injuries



"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

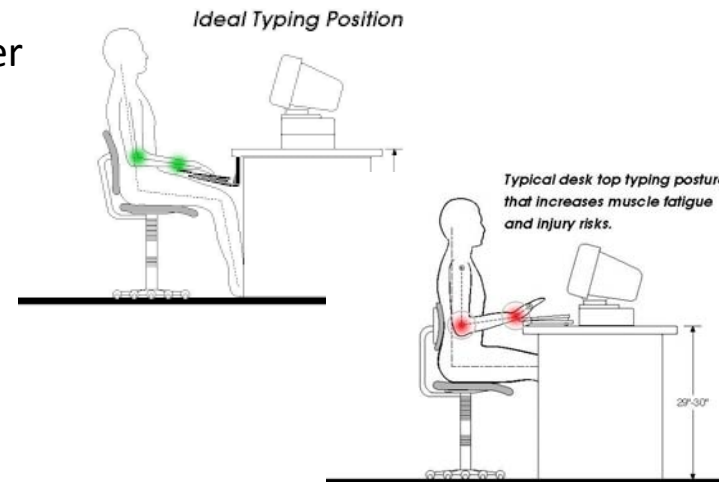
- Upper arms should remain close to your body and

RELAXED

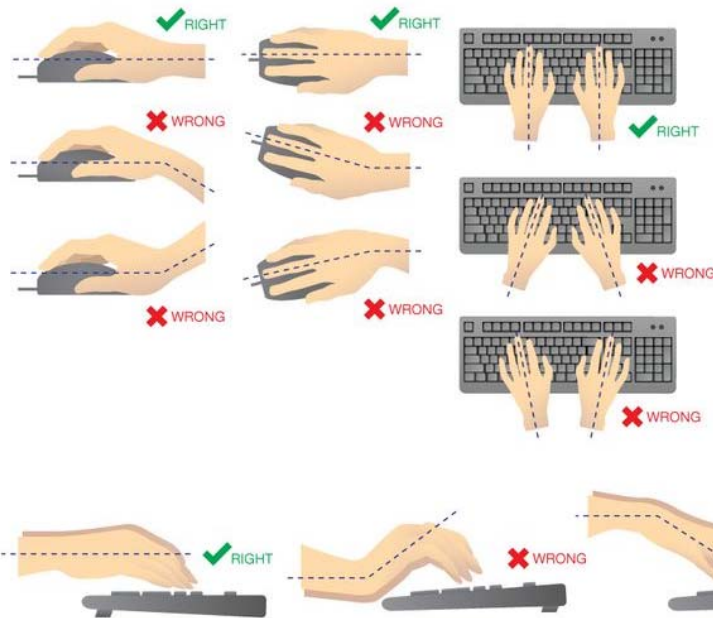


- Elbow angle should be 90 or greater

- 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

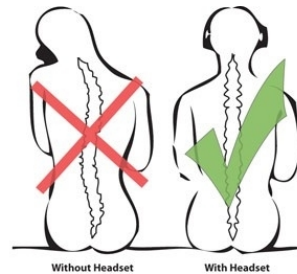
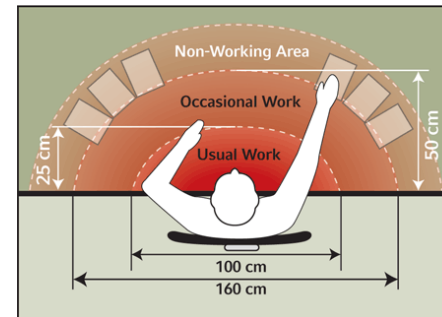
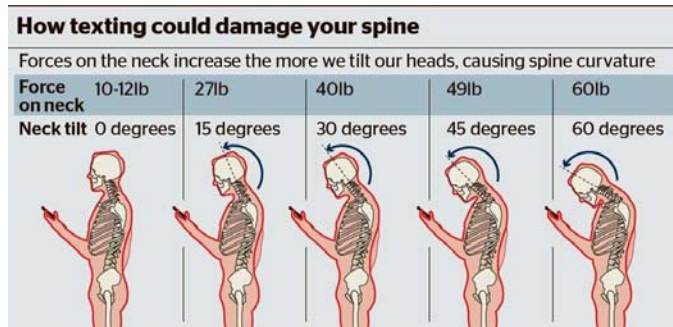


Wrist pads can immobilize the wrist or increase pressure on wrist

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

Sit less, Move more

“You can’t undo sitting”

Young, et.al., Circulation
August 16, 2016,
Volume 134, Issue 7

AHA SCIENCE ADVISORY

Sedentary Behavior and Cardiovascular Morbidity and Mortality

A Science Advisory From the American Heart Association

Endorsed by The Obesity Society

ABSTRACT: Epidemiological evidence is accumulating that indicates greater time spent in sedentary behavior is associated with all-cause and cardiovascular morbidity and mortality in adults such that some countries have disseminated broad guidelines that recommend minimizing sedentary behaviors. Research examining the possible deleterious consequences of excess sedentary behavior is rapidly evolving, with the epidemiology-based literature ahead of potential biological mechanisms that might explain the observed associations. This American Heart Association science advisory reviews the current evidence on sedentary behavior in terms of assessment methods, population prevalence, determinants, associations with cardiovascular disease incidence and mortality, potential underlying mechanisms, and interventions. Recommendations for future research on this emerging cardiovascular health topic are included. Further evidence is required to better inform public health interventions and future quantitative guidelines on sedentary behavior and cardiovascular health outcomes.

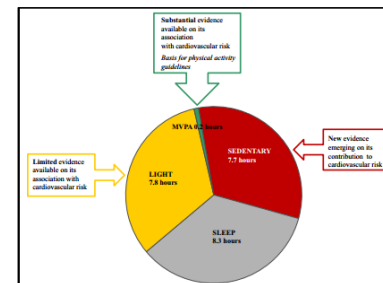
Evidence is accumulating that sedentary behavior might be associated with increased cardiovascular-specific and overall mortality. Insufficient physical activity predicts premature cardiovascular disease (CVD) mortality and disease burden, such that the United States and other developed countries have issued physical activity guidelines, but these guidelines are specific to physical activity and do not include sedentary behavior.¹ Sedentary behavior guidelines to reduce the risk of chronic diseases for adults have been developed in some countries, but they are broadly stated and nonquantitative. For example, Australia and the United Kingdom have public health guidelines stating that adults should minimize the amount of time spent being sedentary (sitting) for extended periods.^{2,3} Such broad public health guidelines for adults are likely appropriate, because evidence is still accumulating regarding the strength of the association, the evidence for causation (including understanding mechanisms), and the support for dose-response relationships that demonstrate sedentary behavior to be an independent risk factor for adverse health outcomes. Although at one time, excess sedentary behavior was considered to be at one end of the continuum of physical activity such that a person with no moderate-to-vigorous physical activity (MVPA) was considered “sedentary,” consensus is built

Deborah Rohm Young, PhD, FAHA, Chair
Marie-France Hivert, MD, MHS, FAHA, Co-Chair
Sofya Alhassan, PhD
Sarah M. Camhi, PhD, FAHA
Jane F. Ferguson, PhD, FAHA
Peter T. Katzmarzyk, PhD, FAHA
Cora E. Lewis, MD, MSPH, FAHA
Neville Owen, PhD
Cynthia K. Perry, PhD, FNHRA
Jorge G. Siqueira, DrPH
Geena M. Yong, MD, MBA, MSc

On behalf of the Physical Activity Committee of the Council on Lifestyle and Cardiometabolic Health; Council on Clinical Cardiology; Council on Epidemiology and Prevention; Council on Functional Genomics and Translational Biology; and Stroke Council

Key Words: AHA Scientific Statements • adults

134(7) | www.ahajournals.org | August 16, 2016



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

- “Caffeine has little to no benefit after 3 nights of sleep restriction”
(American Academy of Sleep Medicine Monday, June 13, 2016)

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/

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/

Ergonomic Resources

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/