



ADMINISTRATIVE PROCEDURE

SUBJECT: ERGONOMICS PROGRAM	Number <u>IX-10</u>	<u>Effective Date:</u> Issued: <u>03/28/2011</u> Revised: <u>08/16/2019</u>	Page 1 of 5
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PURPOSE:

To ensure a working environment for District employees that will minimize the occurrence of repetitive motion and musculoskeletal injuries and provide workspaces (defined as the physical area of work whether in the office or in the field) that are appropriately designed and equipped for the tasks to be performed and the employees who work in them. The Ergonomics Program (Program) will meet the requirements of California's Ergonomics Standard, which is Section 5110, Repetitive Motion Injuries, of Title 8, California Code of Regulations, aimed at controlling work-related musculoskeletal disorders.

POLICY:

All employees will have the necessary knowledge, training, and resources to minimize repetitive motion and musculoskeletal injuries, and to provide a work environment that protects employees from ergonomics related injuries.

SCOPE:

Ergonomics is defined as the process of designing the equipment, methods, and workspace to fit the worker, and thus the Program has broad applicability throughout the District. The Program is an integral element of the District's Safety Program. The Program will apply wherever repetitive motion and musculoskeletal injuries can occur, and particularly to jobs, processes or operations where a work-related repetitive motion or musculoskeletal injury has occurred to more than one employee. The Program is not intended to be stand-alone, but to be integrated within the overall Safety Program.

PROCEDURES:

The Program is designed as an integrated program that consists of three components:

1. Training – to provide employees and supervisors with the necessary knowledge to identify areas of exposure to repetitive motion and musculoskeletal injuries and to practice good ergonomic habits.

2. Evaluation – to identify workspaces in the District where there is exposure to repetitive motion and musculoskeletal injuries, to provide ergonomic evaluations of individual workspaces, and to develop ergonomic solutions for identified exposures.
3. Implementation – to implement ergonomic solutions and ensure that the necessary resources (evaluations, training or equipment/tools) are available.

Training

Employee Training

Each employee will receive proper training in the techniques to practice effective ergonomic work habits. Initial ergonomic training will be provided to each employee within six months of their hire date. Periodic refresher training on general ergonomics will be given periodically to all employees. Employees will also receive training on how to recognize and promptly report and seek treatment for symptoms of repetitive motion and musculoskeletal injuries. This will include a review of the District injury reporting procedures as described in Administrative Procedure IX-8 Industrial Injury Reporting.

Supervisor Training

Supervisors are required to receive training on how to recognize risk factors for repetitive motion and musculoskeletal injuries, how to identify poor ergonomic practices, and the requirements of the Program. The training should provide supervisors with the ability to impart ergonomic awareness to their staff.

Evaluation

Initial Office Evaluation

Every new employee whose work is performed primarily in an office/desk workspace will be offered an ergonomic evaluation by a qualified person within 30 calendar days of employment. Each employee's supervisor is responsible to ensure a complete ergonomic evaluation is performed by requesting an evaluation through the Human Resources & Risk Division. Employees moving to a different workspace will also be provided with an ergonomic evaluation upon request. An ergonomic evaluation will include a recommendation for optimal workspace arrangement, equipment and a review of proper ergonomic practices.

Non-Office Worksite Evaluations

Ergonomic evaluations of worksites/workspaces outside of a traditional desk space (e.g. vehicles, workbenches, control rooms, and field jobsites) will be conducted by a qualified person upon request to the Human Resources & Risk Division from the employee or supervisor.

Periodic Evaluations

Employees may request updated ergonomic evaluations as necessary. The supervisor will promptly contact the Human Resources & Risk Division to schedule the requested ergonomic evaluation.

Evaluation Results/Recommendations

The results of each evaluation will be provided to the employee, the supervisor and the Risk Management Officer. Equipment needs identified through the ergonomic evaluation will be fulfilled in the most appropriate, expedient, and economic manner through the department budget. In the event of department budget limitations, the department may request a budget allocation from the Human Resources & Risk Division.

Implementation

Ergonomic Resources

Ergonomic resources can include, but are not limited to, any recommended item in the ergonomic evaluation. Solutions may require rearrangement or reorganization of the workspace (e.g. lowering or elevating of office or cubicle desktops). Items and/or services may be procured by adhering to *Administrative Procedure X-4: Purchasing/Procurement of Goods, Materials, Equipment and Service Contracts Subject to Competitive Solicitation Process*. Contact the Human Resources & Risk Division for a list of vendors who provide these types of items and services.

Ergonomic Seating

Ergonomically correct seating is an important component of a properly designed ergonomic workspace. Providing chairs with proper ergonomic function will reduce injury and maximize productivity for employees who spend a significant amount of time engaged in stationary activities such as computer work. As a minimum, each employee whose work presents exposure to repetitive motion and musculoskeletal injuries should be provided with a fully adjustable chair.

District Central Ergonomics Budget

Each department will be responsible for maintaining adequate budget to meet basic ergonomic equipment needs of their staff. A District ergonomics budget will be maintained in the Human Resources & Risk Division to augment department budgets and to allow for timely implementation of extraordinary ergonomic recommendations requiring purchases beyond the respective departments' budget.

RESPONSIBILITIES:

The implementation of a successful Program will require efforts across a wide range of staff. The Manager of Health and Safety, the Human Resources & Risk Division, supervisors, and employees will work together as a team to minimize repetitive motion and musculoskeletal injuries, and to ensure prompt reporting and timely treatment when such injuries occur. In addition, the Risk Management Officer oversees workers' compensation claims and must be kept informed of all ergonomic issues to assist in mitigation of related injuries.

Manager of Health and Safety (MHS)

The MHS or designee provides ergonomic training to employees as appropriate or as identified. The MHS will be responsible for identifying and procuring appropriate informational materials related to repetitive motion and musculoskeletal injuries and proper ergonomics practices. This information should be disseminated through a variety of channels including safety bulletin areas at key District work centers and other standard safety communication methods.

Human Resources & Risk Division

The Human Resources & Risk Division is responsible for overseeing the Program, procuring and retaining a qualified ergonomics consultant, scheduling evaluations for employees as needed, maintaining records of evaluations, and following-up with employees and supervisors to ensure action items and purchases are implemented within 30-days.

Supervisors

Supervisors are responsible for understanding basic safety and ergonomics issues and for monitoring the work environment. Supervisors will regularly review ergonomic practices with their staff (can be done as part of regular safety audit) to determine whether an ergonomic evaluation, ergonomic equipment, or training is needed. Supervisors must follow-up on employee concerns and the status of recommendations made through ergonomic evaluations. Supervisors will be supportive of their employees' efforts to seek proper ergonomic solutions and are responsible for ensuring that their employees have the proper training and equipment. Supervisors should also observe their employees for signs of repetitive motion and/or musculoskeletal injury, and report to the MHS or Risk Management Officer.

Employees

Employees are responsible for monitoring their work environments, practicing proper ergonomic and safe work habits, and contacting their supervisor to request additional ergonomics training and evaluations as needed. If employees experience symptoms related to ergonomic impact in their working environment, they are to immediately report this to their supervisor who will contact the Human Resources & Risk Division to schedule an ergonomic evaluation. The employee is responsible for implementing recommendations, training and

equipment provided as a result of the evaluation. If there are symptoms of repetitive motion and/or musculoskeletal injury, employees should immediately report this as described in the District's Administrative Procedure IX-8 Industrial Injury Reporting.

APPROVED:



Jerry Brown
General Manager