

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT



OFFICE ERGONOMICS POLICY

It is the policy of Grossmont-Cuyamaca Community College District to provide all employees with a safe and healthy workplace. The office ergonomics program is a proactive approach to assist in the identification, prevention, and control of employee exposure to known Musculoskeletal Disorder (MSD) risk factors in the office environment. It is a collaborative effort that includes managers, supervisors, and employees and consists of the following components:

- Roles and responsibilities
- Identification and control of MSD risk factors
- Workstation evaluations
- Training
- Early intervention and medical management
- Program evaluation and follow-up

This program, in concert with the general work area ergonomics program, enables Grossmont-Cuyamaca Community College District to meet the requirements of the ergonomics regulation, *California Code of Regulations, Title 8 (8 CCR), Section 5110*.

Strategies adopted for identifying and correcting workplace conditions or practices that may increase employees' risk of repetitive motion injury (RMIs) may be incorporated into the district's injury and illness prevention program developed pursuant to Labor Code 6401.7 and 8 CCR 3203.

Purpose

The purpose of the office ergonomics program is to apply ergonomics principles to the workplace in an effort to reduce or eliminate the number and severity of MSDs, thus increasing employee productivity, quality, and efficiency, while decreasing the number of injuries experienced at work.

Responsibilities

Program Administrator

The Vice Chancellor of Human Resources has the ultimate authority and responsibility for the implementation of the office ergonomics program and provides:

- Executive management oversight of the office ergonomics program
- Performance goals and accountability for program implementation in collaboration with department heads
- Program evaluations and resources to support program implementation

Office Ergonomics Program Administrator

The Office Ergonomics Program Administrator is the **Human Resources Coordinator** and will report directly to **Vice Chancellor of Human Resources**. The Office Ergonomics Program Administrator is responsible for maintaining the program in addition to the following:

- Facilitating the identification and evaluation of high-risk office work areas and overseeing the implementation of control measures

- Coordinating ergonomics training for managers, supervisors, and employees to ensure the recognition and control of MSD risk factors, early reporting procedures, and effective medical management
- Maintaining documentation of training and worksite evaluations
- Monitoring the ergonomics program on an annual basis

Managers and Supervisors

Managers and supervisors support the office ergonomics program by actively observing employees to identify MSD risk factors. Duties of all managers and supervisors include:

- Assisting the Office Ergonomics Program Administrator with the identification and evaluation of high-risk office area jobs
- Reviewing worksite evaluations and ensuring the implementation of effective control measures
- Encouraging active participation by employees in the office ergonomics program, including attendance at required training and participation in the development of controls
- Attending office ergonomics training for managers and supervisors

Employees

Employees are an essential element to the success of the office ergonomics program and will be asked for their input and assistance with identifying MSD risk factors, worksite evaluations, and development and implementation of controls and training. All office workstation based employees will:

- Comply with our office ergonomics program including the safe and appropriate use of tools, equipment, parts, materials, and procedures
- Attend required ergonomics training
- Report MSD signs, symptoms, and work-related hazards as early as possible to facilitate proactive interventions and prompt medical treatment
- Take responsibility for personal health and safety

OFFICE ERGONOMICS PROGRAM

Identification of High-Risk Jobs

The following methods will be used to identify and prioritize high-risk office based jobs:

- Self-assessment and employee input
- Walk throughs and observations which may include 3rd party assessment
- Review of loss data

Worksite Evaluation

Worksite evaluations provide a systematic approach for identifying MSD risk factors found within a job, process, or workstation. All employees of the District have the ability to request a workstation evaluation.

The Office Ergonomics Program Administrator may schedule a worksite evaluation based upon the following:

- Any job, process, or workstation that has contributed to a worker's current MSD
- A job, process, or workstation that has historically contributed to MSDs
- Specific jobs, processes, or workstations that have the potential to cause MSDs
- An employee reports an MSD sign or symptom to his/her supervisor
- New employees shall have access to an ergonomic evaluation within the first ninety days of employment.

- Long term employees may request an office ergonomics evaluation at any time. The evaluation will be completed within 90 days of the request.

Other triggers that may require a worksite evaluation include, but are not limited to:

- Change of jobs, tasks, equipment, tools, processes, scheduling, or work shifts
- When a safety walk through, inspection, or survey has uncovered potential MSD hazards
- Self-assessment identifying significant MSD risk potential

The process for requesting an office workstation assessment can be found on the GCCCD Ergonomics Procedure ([hyperlink](#)):

Risk Factors

Risk factors are aspects of the work that increase the likelihood that an injury will take place. The result is often an MSD. The worksite evaluation will assist the Ergonomics Program Administrator in identifying the following MSD risk factors:

- Awkward or sustained static postures
- Repetitive motions
- Forceful exertions
- Contact stress
- Vibration

Other factors are also considered, such as lighting, noise, and temperature.

Control Measures

Once the risk factors are identified, the hazards will be addressed by using the following control measures:

Engineering Controls

This is our preferred method for controlling MSD risk. They may encompass a redesign of the workplace, changes in processes, or purchases of specialized equipment to eliminate the risk factors.

Administrative Controls

Although engineering controls are preferred, administrative controls are implemented as temporary measures until engineering controls can be implemented or when engineering controls are not technically feasible. Since administrative controls do not eliminate hazards, management makes every attempt to ensure the practices and policies are followed.

Personal Protective Equipment (PPE)

Where engineering and administrative controls are not feasible or practical, PPE will be provided to reduce risk factors.

Training

Training is designed to educate managers, supervisors, and employees to recognize work-related ergonomic risk factors and to understand and implement appropriate control measures.

Ergonomics awareness training will be provided and documented:

- When the program is introduced and annually thereafter
- To all new employees
- When new jobs, tasks, tools, equipment, machinery, workstations, or processes are introduced
- When high exposure levels to ergonomic risk factors have been identified

The training will cover all the following topics:

- Ergonomics program
- Risk factors associated with MSDs
- Symptoms and consequences of injuries caused by MSDs
- Importance of early reporting symptoms of MSDs to supervisors
- Awareness of safe work methods and techniques (i.e., stretch breaks, proper use of assistive devices/PPE) to minimize risk factors associated with MSDs

Specialized training may be provided for managers, supervisors, and employees who work in identified high-risk jobs or departments (i.e. police, fire, public works, etc.).

Medical Management

Pursuant to the law, we provide medical care to all employees injured at work. We maintain a good working relationship with our medical care provider, [Concentra](#). All work-related injuries and illnesses will be referred to [Concentra](#) unless the injured employee has notified the **Human Resources Coordinator** in writing, prior to the injury or illness, that other provisions have been made.

In the event of a work-related injury or illness, the medical care provider/professional will:

- Provide diagnosis and treatment for injured employee(s)
- Determine if reported MSD signs or symptoms are work-related
- Comply with our early return-to-work program by recommending restricted, modified, or transitional work duties when appropriate
- Provide timely work status reports

Step-by-step reporting instructions can be found on the [**Procedures for Office Ergonomics Program**](#) and the [**Ergonomics Evaluation Request Form**](#).