CITY OF SACRAMENTO REGULATORY COMPLIANCE PROGRAM
TOPIC: ERGONOMICS PROGRAM
EFFECTIVE DATE: 05/19/2009
SUPERSEDES: 03/03
SECTION RCP: #2

PURPOSE

Repetitive Motion Injuries (RMIs) are musculoskeletal injuries objectively identified and diagnosed by a licensed physician. This regulatory compliance program provides procedures to minimize RMIs through worksite evaluations, adoption of control measures and training of employees. This program complies with the California Code of Regulations (CCR) Title 8, Section 5110, and the Ergonomics Standard.

PROCEDURES

1. Worksite Evaluations

a. Where more than one RMI is reported for the same job, process or operation, EH&S Specialists will provide worksite evaluations per the procedure listed in Attachment A. Both office and field ergonomics evaluations are available;

b. The evaluation identifies potential exposures and determines the most appropriate methods for the City to control or minimize these exposures;

c. All evaluations are documented, and records can be reviewed at the Risk Management office. Attachment B is an example of an Ergonomic Evaluation Documentation Form;

d. Potentially exposed employees will be informed of the potential exposures and trained in the City's control measures.

2. Control of Exposures Which Have Caused RMI

a. Division Managers are responsible for correcting exposures that have caused RMIs or to minimize the exposure to employees to the extent feasible;

b. The following engineering and administrative controls will be considered when determining how to eliminate or minimize employee exposures. All reasonable, cost-effective engineering or administrative controls should be employed to minimize repetitive motion injuries such as:

1. Engineering Controls - workstation redesign, adjustable fixtures, tool redesign; and

2. Administrative Controls - job rotation, work pacing, alternative work breaks.

c. If engineering and administrative controls cannot reasonably eliminate or minimize exposures, personal protective equipment (PPE) will be used to minimize exposure to the extent feasible (e.g. anti-vibration gloves).

3. Injury Reporting

a. Employees are encouraged to report all suspected RMIs or symptoms and other ergonomic concerns to his or her supervisor or EH&S Specialist.

4. Training

a. Scope of Training

Employees with ergonomic exposures, including managers and supervisors, will receive training which includes the following topics:

1. A description of the City's ergonomic program;
2. Types of exposures which have been associated with RMIs;
3. The symptoms and consequences of injuries caused by repetitive motion;
4. The importance of reporting symptoms and injuries to the City; and
5. The methods which may be used to minimize RMIs including information on Attachment C.

b. Frequency of Training

Training is provided to potentially affected employees as follows:

1. Initial training was provided as part of the implementation of this ergonomics program;
2. General ergonomics as well as field ergonomics awareness training is offered to employees upon hiring and as needed thereafter. Training is available through City University, via on-line or from EH&S Specialists;
3. EH&S Specialists incorporate training into worksite evaluations;
4. Training is offered to all potentially exposed employees given new job assignments for which training has not previously been received;
5. Attachment C provides self-guided training.

Workstation Modification Procedure
(Attachment A)

1. After the employee and the supervisor have attempted the basic adjustments described in Attachment C, the supervisor will request a formal ergonomic evaluation from the Environmental Health and Safety Office (808-5278). The employee should be encouraged to share his or her concerns with the EH&S Specialist.

2. The Environmental Health and Safety Specialist will notify the Division Manager before scheduling the ergonomic evaluation.

3. The EH&S Specialist will meet with the employee and evaluate the workstation with the employee.

4. The employee's workstation will be evaluated for ergonomic soundness, efficiency and all-around safety. Only valid ergonomic improvements and unsafe conditions will be noted.

5. If there is a Workers' Compensation claim and the employee's physician has ordered an ergonomic evaluation, the physician's request should be sent to the Workers' Compensation Unit. Workers' Compensation staff will then coordinate the ergonomic evaluation with the EH&S Specialist to ensure that the physician's specifications are met as prescribed in the treatment plan.

6. The EH&S Specialist will send the workstation evaluation report to the employee, the supervisor and the Workers' Compensation Unit (if there is a claim). The procedure for correcting the employee's workstation is as follows:

    a. The supervisor reviews the report, approves the recommendations, or promptly notifies the EH&S Specialist of any concerns;

    b. The supervisor will forward the approved equipment recommendations to the applicable department and person responsible for ordering the equipment;

    c. This person will place the equipment order. This purchase is to be charged to the department's account like any other office supply or equipment purchase;

    d. Once the item(s) are received, it is the responsibility of the employee or the employee's supervisor to contact Facilities Maintenance and coordinate the assembly or installation of any items requiring lifting, tools or furniture moving. No one else is to move or manipulate heavy items or try to install furniture components;

    e. After the item(s) are installed, it is the employee's responsibility to contact the EH&S Specialist for any final adjustments and verify that the employee is informed of how the new item(s) function.

7. If the employee believes the modifications do not correct the problem, it is his or her responsibility to contact his or her supervisor and report the concern. The supervisor should notify the EH&S Specialist.

Ergonomic Evaluation Documentation Form
(Attachment B)

Evaluation Performed For: _____

Work Location: _____

Date of Evaluation: _____

Observations:

_____

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Recommendations:

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Date Recommendations Completed: _____

Computer Workstation Ergonomic Checklist
(Attachment C)

Ergonomics is the applied science of designing equipment and procedures to reduce operator fatigue and discomfort. Simple adjustments to the work area and work habits can prevent repetitive motion injuries from working at a computer.

GOOD POSTURE IS THE KEY

Good posture is the basis of good workstation ergonomics and is the best way to avoid a computer-related injury.

1. Make sure you can comfortably reach the keyboard with your wrists as flat as possible (not bent up or down) and straight (not bent left or right).

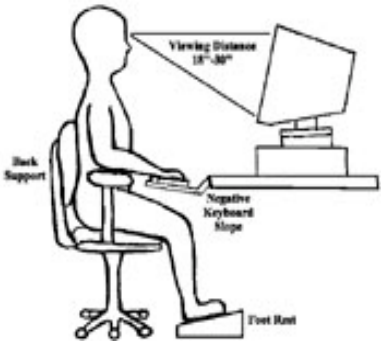
2. Make sure that the angle formed at your elbows (between the inner surface of the upper arm and the forearm) is at least 90 degrees to avoid nerve compression at the elbow.

3. Make sure that your upper arms and elbows are close to the body and relaxed when you use the mouse. Avoid over-reaching!

4. Make sure you sit back in your chair and that you have good back support. Also check that your feet can rest flat on the floor or on a footrest.

5. Make sure your head is as straight as possible.

6. Make sure your posture feels relaxed.



THE IDEAL POSITION FOR TYPING

The ideal computer workstation includes the following features:

1. The top of your screen should be at eye level or slightly below.
   If you wear bifocals, your screen may need to be even lower.

2. Your keyboard should be at a level so your elbows are at or near a 90-degree angle.

3. There should be a straight line from your elbows to your fingertips.

4. Feet should rest on the floor or footrest.

5. Your knees should form a 90-degree angle. Avoid crossing your legs.

6. Use a footrest if necessary or change the angle of your knees from time to time throughout the day.

7. Change your position periodically throughout the day.

ARRANGE A "USE ARC"

1. Make sure those items you use most frequently are closest to you, so that you can reach the items conveniently and comfortably.

2. Make sure you are centered at the keyboard. Move the keyboard so that the "B" key is centered on your mid-line.

3. Make sure your phone is close if you frequently use it.

4. Do not cradle the phone with your shoulder. Use a headset if you need to use the computer while on the phone.

TAKE FREQUENT BREAKS

Ergonomic experts agree that it is a good idea to take frequent, brief rest breaks.

1. Eye breaks - Looking at a computer screen for a long period causes changes in how your eyes work such as blinking less often and thus exposing more of the eye surface to air. Every 15 minutes or so, briefly look at a distant object for a minute or two, preferably something more than 20 feet away. This lets your eye muscles relax. Also, blink your eyes rapidly for a few seconds to refresh the tear film and clear dust from the surface of your eyes.

2. Micro-breaks - Most typing is done in bursts rather than continuously. Between these bursts of activity, rest your hands in a relaxed, flat, straight position. Try standing to answer the phone to give your body a chance to move.

3. Rest breaks - Every 30 to 60 minutes, take a brief rest break. Stand up, move around, get a drink of water, or look out a window. Doing something different allows you to rest and exercise different muscles, and you will feel less tired.

4. Exercise breaks - There are many stretches and gentle exercises you can do to help relieve muscle fatigue. You should do these every one to two hours.