

## ADMINISTRATIVE POLICY AND PROCEDURE

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**Subject:** ERGONOMICS AND REPETITIVE MOTION

**Policy No.:** A421

Supersedes: June 24, 2013

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### **PURPOSE:**

To prevent the occurrence of work-related Musculoskeletal Disorders, such as Tendonitis, Lower Back Pain, and Carpal Tunnel Syndrome, by controlling employee exposure to workplace risk factors that can cause or aggravate such disorders.

### **SCOPE:**

To provide the necessary equipment to prevent injury and illness associated with repetitive motion. To adapt equipment, surroundings, and procedures to people to make the job safer, easier and more pleasant.

### **WORKSITE ANALYSIS:**

The purpose of the work site analysis is to be able to recognize and identify Musculoskeletal hazards so that they may be corrected. Once hazards have been identified, steps will be taken to eliminate the risk factors. Adjustments to seats, screen position, task position and posture should be made by the employee. (Employees can request assistance with this, as needed, through their supervisor) Other factors requiring budget consideration and/or alterations will be referred to the area supervisor, who will take the necessary steps to eliminate hazardous condition(s). Additional assistance for worksite analysis can be arranged through the Safety Office.

### **TRAINING:**

Staff will receive in-service training provided by appropriate hospital staff who are knowledgeable in these issues. Departmental Supervisors and Safety Coordinators will be responsible for ensuring staff receive the training. Training will include but not be limited to symptoms and consequences of Repetitive Motion Injuries, the importance of reporting Repetitive Motion Injuries and methods of minimizing Repetitive Motion Injuries.

### **CONTROLLING EXPOSURES TO REPETITIVE MOTION INJURIES (RMI):**

Rancho will correct, or minimize, the exposure to the extent feasible. These control measures may include: workstation re-design, adjustable fixtures, re-designing of tools, job rotation, work pacing or work breaks.

### **IMPLEMENTATION:**

Managers, Supervisors, and Employees all play a role in the effective implementation of an Ergonomic Program.

### **Manager's Responsibilities:**

- Know the causes of Repetitive Motion Injuries and their control options.

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Approved By:

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- Integrate an Ergonomics Program into departmental operations, ensuring acquisition of appropriate furniture and equipment.
- Restructure tasks to mitigate or prevent repetitive motion Injuries.
- Monitor effectiveness of the Ergonomics Program by reviewing and re-evaluating staff's work environment.
- Develop procedures to respond to employee concerns about RMI problems.

**Supervisor's Responsibilities:**

Supervisors should have adequate resources to help them implement an effective program. They should:

- Involve employees in decisions that affect their health and safety.
- Maintain records of RMI's.
- Provide and document employee training on proper work practices to prevent RMI's.
- Ensure that employees fully understand and follow safe procedures.
- Report issues to the Safety Office regarding ergonomic problem areas.

**Employee's Responsibilities:**

- Follow ergonomic safe work practices and procedures.
- Promptly report ergonomic problems to their supervisors.
- Follow recommendations given by the supervisor regarding ergonomic issues.

**Environment of Care Committee Responsibilities:**

- Receive information regarding ergonomic problems.
- Review and analyze information problem areas
- Make recommendations for corrective action.

**REFERENCES:**

County of Los Angeles Department of Human Resources, Policies, Procedures and Guideline  
Policy No. 612: Minimizing Repetitive Motion Injuries Through Ergonomics