

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 76
VERSION: 3**

SUBJECT/TITLE: ERGONOMICS PROGRAM

POLICY: Olive View-UCLA Medical Center shall have an Ergonomics Program to prevent repetitive motion injury (RMI). The program shall include education, training, worksite evaluation, and control of exposures which may cause future RMIs. The Chief of Physical Therapy shall oversee the implementation of the Program with the assistance of the Safety Officer and Return-to-Work Coordinator.

PURPOSE: To minimize repetitive motion injuries among employees at OVMC.

DEPARTMENTS: All.

DEFINITIONS:

PROCEDURE: Upon request from the Safety Officer, Return-to-Work Coordinator, Division Manager, or Unit Safety Coordinator, a Physical Therapist shall conduct a worksite evaluation for exposures which may cause future repetitive motion injuries (RMI). Based upon that evaluation, the Physical Therapist shall recommend preventive control methods to eliminate or minimize the exposures. Both engineering controls and administrative controls shall be considered.

Requests for acquisition (Form HS-2) of all ergonomic fixtures or tools shall be reviewed by a Physical Therapist. As part of the review, a worksite evaluation shall be conducted to determine the validity and appropriateness of the request. The Physical Therapist will then recommend to the Division Manager or Administrative Liaison the ergonomic fixtures or tools to be acquired.

The Division of Physical Therapy shall maintain educational materials on ergonomics and coordinate the training of employees, which includes an explanation of:

1. This policy and the Ergonomic Program
2. Exposures that have been associated with RMIs
3. The symptoms and consequences of injuries caused by repetitive motion.
4. The importance of reporting symptoms and injuries
5. Methods to minimize RMIs

All requests for educational materials, training, or worksite evaluation shall be directed to the Division of Physical Therapy.

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If an employee suffers RMI, it shall be reported immediately and handled in accordance with OVMC Policy, “Employee Injuries/Illnesses”. Human Resources will coordinate the evaluation and control of exposures which have caused the employee’s RMI.

The Chief of Rehabilitation Services will summarize and report to the Environment of Care Committee about the findings from worksite evaluations and the actions taken.

References: Title 8, California Code of Regulations, Section 5110	
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