

COUNTY OF VENTURA	<b>2025</b> EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA	Last Issued    Revised	Document No. SD0000101A
Policy:                      GSA	2025	Ergonomics Program
Forms:        N/A		

## 1.0 Purpose

The purpose of the Ergonomics Program is to apply ergonomic principles to effectively mitigate, control and prevent the recurrence of workplace repetitive motion injuries (RMI) or work-related musculoskeletal disorders (WMSDs). This program is intended to meet the requirements of the Cal/OSHA Repetitive Motion Injuries Standard, Title 8 California Code of Regulations (8CCR), Section 5110.

## 2.0 Scope

This program encompasses all GSA employees whose job functions have the potential for repetitive motion injuries (RMI) or work-related musculoskeletal disorders (WMSDs). This ergonomic program outlines processes intended to identify and mitigate hazards that could potentially cause or contribute to WMSDs.

## 3.0 Reference Documents

### 3.1 Regulations and Standards

California Code of Regulations Title 8, Article 106, Section 5110

### 3.2 Associated Documents

IIPP Injury Illness Prevention Program

## 4.0 Process Inputs

Document Number	Document Title
	Health and Safety Program
SD0000100A	Injury and Illness Prevention Program

## 5.0 Process Outputs

Document Number	Document Title
OSHA 300	Log of Work – Related Injuries and Illness

Document Number	Document Title
OSHA 300A	Summary of Work – Related Injuries and Illness
	Accident Incident Report

## 6.0 Definitions

Term	Definition
<b>Administrative Controls</b>	Procedures and methods instituted by the employer that reduce exposure to WMSD hazards by altering the way work is performed. This includes but is not limited to modifying processes, employee rotation, rest breaks and job task enlargement.
<b>At-risk job</b>	Any job function that carries a particular risk of developing a repetitive motion injury based on job hazard analysis.
<b>Engineering Controls</b>	Physical changes to jobs that control the exposure to WMSD hazards. Engineering controls are applied to the physical source of the hazard and control employee exposures. This includes, but is not limited to, modifying tools, workstations, equipment, materials, and facilities.
<b>Ergonomics</b>	The science of fitting the job to the worker.
<b>Ergonomic Design</b>	The application of knowledge about physical abilities and limitations that are relevant to job design. Proper ergonomic design makes the most efficient use of worker capabilities while ensuring that the job demands do not exceed those capabilities.
<b>Ergonomic Program</b>	A systematic process for anticipating, identifying, analyzing and controlling WMSD hazards.
<b>Ergonomic Risk Factors</b>	Risk factors for developing WMSDs associated with ergonomic posture. These risk factors may include but are not limited to: Static or awkward postures, contact stress, repetition or vibration.
<b>Extreme Posture</b>	The placement of one or more body segments in an extreme position out of alignment with other segments.

Term	Definition
<b>Job</b>	The physical work activities or tasks that an employee performs. This standard considers jobs to be the same if they involve the same physical work activities or tasks, even if the jobs have different titles or classifications.
<b>Job Hazard Analysis</b>	Analysis that breaks a job into its various elements or actions will describe and quantify risk factors. It is done to determine the relationship between work patterns and musculoskeletal impairment.
<b>Personal Protective Equipment (PPE)</b>	A control device worn or used while working to protect employees from exposure to WMSD hazards.
<b>Posture</b>	Refers to the alignment of body segments.
<b>Stress</b>	A force divided by the area over which it is applied. In the human body the fewer muscles used to deliver the force, the higher the stress placed on the body.
<b>Safety and Health Records</b>	Information generated at or for the workplace. Records include OSHA Form 300 logs, workers' compensation claims, WMSD-related medical reports and consultant reports prepared for the workplace.
<b>Temporary Alternative Job Duties</b>	Accommodation(s) made to the essential job functions of employees with WMSDs during a period of recovery until released from work restrictions.
<b>Work Related Musculoskeletal Disorders</b>	The disorders of the muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels or spinal disks to which the work environment and the performance of work contribute significantly. They are not typically the result of any instantaneous or acute event but reflect a more gradual or chronic development. WMSDs are also referred to as Cumulative Trauma Disorders (CTDs), Repetitive Stress Injuries (RSIs) and Repetitive Motion Injuries (RMIs).
<b>WMSD Ergonomic Hazard</b>	The presence of risk factors in the job that occur at a magnitude, duration or frequency that is reasonably likely to cause WMSDs,
<b>Work practice controls</b>	Making necessary changes to the way an employee routinely performs their physical work activities of a job so that it may reduce or control exposure to WMSD hazards.

## 7.0 Abbreviations

Abbreviation	Meaning
CAL/OSHA	California Division of Occupational Health and Safety
OHS	Occupational Health and Safety
HR	Human Resources
IIPP	Illness and Injury Prevention Plan
PA	Ergonomics Program Administrator
WMSD	Work Related Musculoskeletal Disorders
HSO	Occupational Health and Safety Officer

## 8.0 Process Owner

Occupational Health and Safety Officer

## 9.0 Program Responsibilities

This program shall promote reporting WMSD injuries and potential situations that can cause WMSD injuries. WMSDs are also referred to as Cumulative Trauma Disorders (CTDs), Repetitive Stress Injuries (RSIs) and Repetitive Motion Injuries (RMIs). GSA is committed to a proactive approach that seeks to anticipate and prevent ergonomic issues. Senior Leadership supports the GSA Ergonomic Program with adequate resources and commitment to the identification and control of ergonomic risk factors.

### 9.1 Health & Safety Department (Health and Safety Officer) Responsibilities:

- Responsible for issuing and administering the Ergonomics Program.
- Developing and implementing a relevant training program.  
Review all accident/injury reports and identify any WMSD trends.
- Provides ergonomic worksite evaluations by trained PA or third party.
- Recommends feasible and effective engineering and administrative controls to reduce or eliminate WMSDs.
- Ensure this program is updated as needed or as required by government agency.  
Employees will be trained regarding any changes to this program.
- Responsible for the ergonomic assessment of the workplace
- This individual will be trained to perform ergonomic assessments
- Recommend equipment that supports proper ergonomic design for specific tasks
- Coordinate with the Department Managers on methods of informing employees of WMSD hazards and the importance of early reporting.

- Analyze at-risk jobs and recommend controls to minimize or eliminate the WMSD hazard to the extent feasible by the employer.
- Conduct initial ergonomic evaluations of new work areas and/or processes as required
- Evaluate controls after implementation to ensure effectiveness

## **9.2 Department Managers/Supervisors Responsibilities:**

- Responsible for recognizing potential ergonomic hazards within the department and contacting the Health and Safety Officer for assistance.
- Ensuring that all “Work-Site Evaluation” recommendations are implemented where possible.
- Allow and encourage employees to vary work tasks, where practical or when necessary
- Support and encourage gentle stretching at the worksite throughout the day.
- Provide effective engineering controls, where possible, to reduce risk factors, when recommended by Health and Safety Officer
- Shall be responsible for working with Human Resources (HR) to assign employees tasks consistent with any restrictions established by medical authority, if restrictions can be accommodated.
- Must promptly report any complaint the employee may have concerning WMSDs to the Health and Safety Officer.
- Solicit and gather input from employees for ways to ergonomically improve the workplace through continuous verbal and written communication.
- Report all potential ergonomic injuries on an Incident Report and submit to the Health and Safety Officer/HR within 24 hours of discovery of an injury.

## **9.3 Employee Responsibilities:**

- Employees should be aware of any potential ergonomic risk factors in their workplace subsequent to any and all ergonomics trainings.
- Employees must receive initial ergonomic training within the first thirty (30) days of employment
- Employees are expected to report any observed potential risks associated with working conditions that could lead to WMSDs or early signs and symptoms of WMSDs to their supervisor or HR.
- Employees should be given the opportunity to participate in any workstation modifications.

## **9.4 Recordkeeping**

GSA will maintain records of job safety analyses/evaluations of specific operations/processes as long as the process is part of the agency’s operation, unless otherwise directed by government agency.

The records shall include:

- All evaluations and follow-up evaluations that are conducted in the respective workplaces.
- List of all recommendations/corrective action.

## **10.0 Process Requirements**

All employees within GSA are expected to report WMSD injuries and potential situations that may cause WMSD injuries by notifying the Health and Safety Officer. These injuries are not typically the result of any instantaneous or acute event but reflect a more gradual or chronic development over time. Some signs and symptoms of WMSDs may include but are not limited to:

- swelling
- tingling
- decreased range of motion
- pain
- burning
- decreased grip strength
- numbness
- cramping
- loss of muscle function

Examples of potential WMSDs include but are not limited to:

- lower back pain
- tension neck syndrome
- carpal tunnel syndrome
- rotator cuff syndrome
- sciatica
- epicondylitis: Tennis elbow: *overuse of the muscles and tendons in the elbow*
- Reynaud's phenomenon: *smaller blood vessels that supply blood to the skin narrows.*
- DeQuervain's syndrome *occurs when two tendons that control movement of the thumb become constricted by their tendon sheath in the wrist*
- muscle strains
- tendonitis
- lower back pain
- trigger finger

To mitigate any potential WMSD, GSA will implement work practice controls that include procedures and methods for safe work. Examples of work practice controls for WMSD hazards include, but are not limited to:

- Use of neutral postures to perform tasks (straight wrists, lifting close to body);
- Use of multi-person lift teams and safe lifting techniques;
- Observance of micro-breaks, and rest breaks;
- Ensuring employees understand how to operate equipment (e.g. utilizing a swivel mechanism on a chair instead of twisting their body when possible);
- Work restrictions: any limitation placed on the way an employee with WMSDs performs a job during the recovery period. These are generally prescribed by medical authority;
- Stretching exercises.

## **11.0 Medical Monitoring/Work Restrictions**

GSA will provide access to occupational health care for effective evaluation, treatment and follow-up of a WMSD for work related injuries as part of the Workers' Compensation Program.

GSA shall maintain records of the employee's known WMSD history per the CALOSHA Record keeping requirement, which are stored in the HR Department. Medical records will be kept confidential unless disclosure is required/permitted by law.

When employees return to work with medical restrictions identified by a licensed healthcare provider, the documentation is to be provided to the HR department as soon as possible and an interactive process (IP) meeting will be conducted to identify work limitations and accommodations.

## 12.0 Ergonomic Evaluation Process

GSA will analyze any and all classifications that may be susceptible or prone to risk of WMSD/RMI injury. If an ergonomic hazard exists, the Health and Safety Officer will recommend measures to eliminate or control the hazards to the extent feasible and conduct site evaluations of all similar workstations where an injury or illness has been reported. The Health and Safety Officer will observe employees performing their job to identify risk factors that can be evaluated and potentially modified. The evaluation process should begin when a new job, duty or work area is in development prior to its implementation.

When an injury/illness is determined to be work related, a follow-up ergonomic evaluation is to be performed by the Health and Safety Officer.

Upon identification of a new or previously unrecognized hazard, the Health and Safety Officer must:

- Identify, evaluate and implement feasible control measures (interim or permanent) to control the WMSD hazards;
- Monitor continued implementation of corrective actions;
- Communicate the results of the job hazard analysis to other managers or supervisors of employees in the same area or performing the same task;
- If WMSDs continue to occur at a new location or at jobs/areas that already have been evaluated, then GSA must:
  - Ensure compliance with this standard
  - Verify the changes have been fully implemented
  - Retrain the employee(s)
  - Provide continuous evaluation for ergonomic risk factors
  - If the ergonomic risk factors, at-risk job or medical implications continue, then the workstation and its activities may require an in-depth evaluation by a certified ergonomist or related professional.

## 13.0 Training

Initial training shall be provided within 30 days of employment. Refresher training will be repeated on an annual basis. Training shall include as a minimum the following elements:

- Program requirements and responsibilities.
- Process that GSA uses to address and control risk factors.
- Ways employees can actively participate.
- Recognition of facility ergonomic risk factors and understanding the methods used to control them.
- Identification of WMSDs and the common signs and symptoms associated with them.

Training shall be documented in accordance with the GSA training policies.

Rev	Description	Date	Originator
A	Initial Release	05/15/2025	Kenneth Leighton