1.0 PURPOSE

1.1 To provide guidelines to comply with the California Occupational Safety and Health Association (OSHA) Ergonomic Standard, Title 8, Section 5110.

1.2 To provide preventative measures and early identification of Musculoskeletal Disorders (MSD) through assessment of worksites, education to employees, and appropriate medical management.

2.0 DEFINITION

2.1 Ergonomics is the study of the relationship between people and the environment, specifically how people fit into their jobs.

2.2 The science of ergonomics seeks to adapt the job and workplace to the worker by designing workstations to support the individual needs.

3.0 POLICY

3.1 The Employee Health Services (EHS) Director or designee coordinates weekly worksite evaluations, education and product purchase recommendations.

3.2 Department Directors are to refer employees who report signs and symptoms of MSD to EHS for assessment, and medical evaluation as needed.

4.0 PROCEDURE

4.1 Notify the EHS Director or designee to coordinate:

4.1.1 Worksite evaluations when:

4.1.1.1 An employee reports signs and symptoms of MSD (eg: pain, numbness, tingling).

4.1.1.2 New equipment is obtained.

4.1.1.3 Workstations are redesigned.

4.1.1.4 There is a change in job function which will result in the repetitive motion of extremities (same motion every few seconds for more than 2-4 hours at a time).

4.1.1.5 New product order information is needed.

Note: Worksite evaluations will only be conducted with prior approval by the Department Director.

4.1.2 Training: Employees shall be provided training that includes an explanation of:
4.1.2.1 Hoag Hospital's Ergonomics Program
4.1.2.2 Exposure which have been associated with MSD.
4.1.2.3 Symptoms and consequences of injuries caused by repetitive motion.
4.1.2.4 The importance of reporting symptoms and injuries to the employee.
4.1.2.5 Methods used by the employer to minimize MSD.

4.1.3 Product Order Information

4.1.3.1 Products for ergonomic worksites are to be reviewed by the EHS Director or designee prior to purchase.
4.1.3.2 Products recommended for purchase after an ergonomic worksite evaluation, are to be ordered through the usual purchasing procedure. Costs to be borne by the ordering department.

Reference: California OSHA Standard Title 8, Section 5110 Ergonomics

Policy Originator: Employee Health Services