SAINT MARY'S COLLEGE OF CALIFORNIA

ERGONOMICS PROGRAM

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Saint Mary's College of California
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Change History	Date	Brief Description of Change
Revision 0	1997	New Document
Revision 1	May 2016	Major Revision and Updates
Revision 2	December 2016	Added the "Minimum Office Equipment Required for On-boarding" brochure
Revision 3	February 2018	Minor corrections and format changes
Revision 4	June 2018	Clarified the language of the "Minimum Office Equipment Required for On-boarding" page/brochure

1. INTRODUCTION

Saint Mary's College of California (College or SMC) has developed the Ergonomic Program to:

- Provide all employees with a safe and healthy workplace.
- Document the identification, prevention, and control of employee exposure to ergonomic risk factors pursuant to applicable regulations.

Ergonomics is the study of people and their interaction with the elements of their jobs or tasks, including equipment, tools, facilities, processes, and environment. It is a multidisciplinary field of study integrating industrial psychology, engineering, medicine, and design.

In a more practical sense, ergonomics is the science of human comfort. When aspects of the work or workplace insult the human body, the result is often a musculoskeletal disorder (MSD). To help avoid MSDs, work demands should not exceed the physical capabilities of the worker. MSDs are also known by several other names including CTDs (cumulative trauma disorders), RSIs (repetitive stress or repetitive strain injuries), RMIs (repetitive motion injuries), Overuse syndrome or others.

The most common, recognizable name for MSDs is cumulative trauma disorders or CTDs. Whatever the name used, these injuries belong to a family or group of wear and tear illnesses that can affect muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels or spinal discs of the body. MSDs do not include slips, trips and falls, cuts, motor vehicle accidents or other similar accidents; although a close look at the reasons for acute injuries often reveals design problems that can be corrected.

2. PURPOSE

The purpose of an ergonomics program is to apply ergonomic principles to the workplace in an effort to reduce the number and severity of MSDs, thus decreasing workers' compensation claims and, where possible, increase productivity, quality, and efficiency. An ergonomically sound work environment maximizes employee comfort while minimizing the risk of undue physical stress.

3. SCOPE

This Program applies to faculty, staff, student workers and research students, employed by the College (employees). This program is a collaborative effort that includes managers, supervisors, and labor. The Ergonomics Program Coordinator; the Director of Environmental Health and Safety is responsible for the program's implementation, management, and recordkeeping requirements

This Program does not apply to employees who work at home or other non-campus location (remotely), unless prior arrangements are made. It is encouraged that remote employees ensure safe and healthful working conditions. The College will exercise reasonable diligence to identify in advance the possible hazards associated with particular remote assignments, and will provide the necessary protection through training, personal protective equipment (PPE), or other controls appropriate to reduce or eliminate the hazard.

4. RESPONSIBILITIES:

Group	Responsibilities
Employees	An essential element to the success of the ergonomics program, employees will be solicited for their input and assistance with identifying ergonomic risk factors, worksite evaluations, development and implementation of controls, and training. • Use the appropriate tools, equipment, parts, materials, and procedures in the manner established by managers and supervisors; • Ensure that equipment is properly maintained in good condition and when not, report it immediately; • Attend ergonomics training as required and apply the knowledge and skills acquired to actual jobs, tasks, processes, and work activities; • Report MSD signs or symptoms and work-related MSD hazards to the supervisor as early as possible to facilitate medical treatment and proactive interventions, and; • Take responsibility in their personal health and safety.
Ergonomic Program Coordinator	• Manage the College's Ergonomics Program; • Respond to requests for ergonomic reviews and training; • Purchase ergonomic equipment, PPE and other associated items; • Create work orders, as needed, to deliver ergonomic equipment and to modify workstations, as necessary; • Conduct Hazard and Risk Assessment and PPE assessments as needed, or as requested by employee; • Maintain the written Ergonomics Program, periodically review and update as needed;
Management	• The management is committed to the Ergonomics Program and supports the efforts of the Ergonomics Program Coordinator by pledging financial and philosophical support for the identification and control of ergonomic risk factors; • Management will support an effective MSD reporting system and will respond promptly to reports; • Management will regularly communicate with employees about the program.
Human Resources	Manage injury and illness related programs, e.g. medical treatment and worker compensation.

5. ERGONOMIC EVALUATIONS

Collecting data that identifies injury and illness trends is called surveillance. Surveillance can be either passive or active. Conducting a records review is an example of passive surveillance, which looks at existing data such as OSHA Logs, workers' compensation claims, and trips to the medical facility, and absentee records. Active surveillance uses observations, interviews, surveys, questionnaires, checklists, and formal worksite evaluation tools to identify specific high-risk activities. The College uses both passive and active surveillance to identify problem jobs.

Worksite Evaluations – the following items may trigger a worksite evaluation:

- When an employee reports an MSD sign or symptom.
- When jobs, processes, or work activities present work-related ergonomic risk factors.
- When change of jobs, tasks, equipment, tools, processes, scheduling, or changes in work shift hours present work-related ergonomic risk factors.
- When a safety walk-through or scheduled inspection or survey has uncovered potential MSD hazards.

Work-related risk factors to be considered in the evaluation process include, but are not limited to:

- Physical risk factors including force, postures (awkward and static), static loading and sustained exertion, fatigue, repetition, contact stress, extreme temperatures, and vibration.
- Administrative issues including job rotation/enlargement, inadequate staffing, excessive overtime, inadequate or lack of rest breaks, stress from deadlines, lack of training, work pace, work methods, and psychosocial issues.
- Environmental risk factors including noise, lighting, glare, air quality, temperature, humidity, and personal protective equipment and clothing.
- Combination of risk factor such as, but not limited to, highly repetitive, forceful work with no job rotation or precision work in a dimly lit room.

Worksite Evaluations Methods – various methods will be used to conduct ergonomic evaluations, including:

- Walk-through, office visits and observations
- Employee interviews
- Surveys and questionnaires
- Checklists
- Detailed worksite inspection

6. CONTROL OF ERGONOMIC RISK FACTORS

The College will take steps to identify ergonomic risk factors and reduce hazards by using a three-tier hierarchy of control (in order of preference):

1. Engineering Controls – the most desirable and reliable means to reduce workplace exposure to potential harmful effects. This is achieved by focusing on the physical modifications of jobs, workstations, tools, equipment, or processes. The College provides ergonomic equipment as part of the engineering control

strategy. Please see Minimum Office Equipment Required for On-boarding brochure attached.

2. Administrative Controls – controlling or preventing workplace exposure to potentially harmful effects by implementing administrative changes such as job rotation, job enlargement, rest breaks, adjustment of pace, redesign of methods, and worker education.
3. Personal Protective Equipment (PPE) – not recognized as an effective means of controlling hazards and does not take the place of engineering or administrative controls.
4. The College has an Early Return to Work program and will offer return to work opportunities to all injured employees in accordance with work restrictions identified by a recognized medical provider.

7. TRAINING

Training is intended to enhance the ability of managers, supervisors, and employees to recognize work-related ergonomic risk factors and to understand and apply appropriate control strategies. Training in the recognition and control of ergonomic risk factors will be given as follows:

- To all new employees during New Employees Orientation.
- To employees assuming a new job assignment, as needed.
- When new jobs, tasks, tools, equipment, machinery, workstations, or processes are introduced.
- When high exposure levels to ergonomic risk factors have been identified.

8. PROGRAM MAINTENANCE AND EVALUATION

The Ergonomic Program Coordinator will review this Ergonomics Program at least annually and update as necessary.

Minimum Office Equipment Required for On-boarding

Before your new employee arrives, consider the minimum equipment that he or she will need to be successful, comfortable and safe in their new work environment.

At a minimum, for each laptop or desktop computer issued, the hiring department must pay for and provide the following, as needed:

1. An external keyboard,
2. An external mouse,
3. One or more external monitor(s) mounted on a height-adjusted base, if available

In addition, the employee must be provided with an appropriate desk and/or a workstation that is ergonomically designed. Newer industry standard desks that can accommodate the computer equipment are acceptable. Low "typewriter" desk wings are not acceptable.

In the event that a new employee has a special need for ergonomic equipment beyond the minimum requirements listed above, such as a sit/stand desk, one of the following must be done:

1. Conduct an ergonomic evaluation by a College-sponsored ergonomist to establish the needed equipment, and
2. The employee must provide a note from a medical doctor or a physician (such as a primary care physician or a specialist, but not a chiropractor or a Doctor of Chiropractic) requiring such equipment for health reasons.

The Environmental Health & Safety Department may provide additional standard-issue ergonomic equipment, as needed, such as computer peripherals, document holders, special chairs, desks, etc., but not beyond the pre-approved models. Also, if a new employee requires dual monitors or a special desk model because of its size, functionality or other features related to his/her duties, then the hiring department must provide and pay for this desk. At no time shall employees be required to use their own equipment.

For ergonomic evaluations, questions regarding ergonomic equipment and/or general health and safety-related issues, please contact Safa Toma, Director of Environmental Health & Safety at 631-8287, or sat5@stmarys-ca.edu.