

**Ergonomic Policy**

The purpose of this policy is to protect employees from ergonomic hazards in the workplace and to ensure compliance with NH Administrative Rules Department of Labor standards.

**Responsibilities**

The District shall:

1. Evaluate the workplace for ergonomic hazards such as repetitive motion trauma, carpal tunnel syndrome and back injuries using job hazard analysis, and to make necessary workplace modifications to prevent recurrences.
2. Address any complaint made by employees that suggests the presence of ergonomic hazards in the workplace.
3. Correct any ergonomically related problem in the workplace that has been determined to be the source of employee injuries and/or illnesses.
4. Provide training for employees who might be subject to ergonomic exposures.

The Employee shall:

1. Report all ergonomic related injuries and/or illnesses using the Inter-Lakes School District Accident Reporting Requirements and Record keeping (See Policy #3720).

***Legal References:***

*N.H. Code of Administrative Rules, Section Lab 1403.18 Ergonomics.*

Approved: 01/26/16  
Reviewed: 06/11/19 (Category I)