

Ergonomics Supplement to the Merced County Office of Education Injury and Illness Prevention Plan

PURPOSE

MOCE's ergonomic program is designed to reduce the potential of injury from work-related musculoskeletal disorders (MSDs) that might occur as a result of tasks that involve reaching, bending over, lifting heavy objects, using continuous force, working with vibrating equipment or performing repetitive motions.

The program involves reporting of MSD signs and symptoms; responding to and reviewing reports of MSDs and/or other ergonomic concerns; correcting the workplace condition as necessary to prevent injury or re-injury; and education and awareness through in-services, monthly safety meetings, and safety bulletins.

RESPONSIBILITIES

Management:

- a. Encourage supervisors and employees to report MSD signs and symptoms early to reduce severity of injury.
- b. Consider ergonomic design when developing new procedures, tasks, and job descriptions.

Safety Office:

- a. Maintain record of program efforts, evaluations, and corrective measures.
- b. Prepare and provide basic program information to Human Resources for new hires.
- c. Consult with employees and supervisors when requested.
- d. Coordinate workstation evaluations when needed.
- e. Provide follow-up assistance as needed

Department/Site/Office supervisor:

- a. Know the task and conditions of the work processes performed by employees to identify potential ergonomic issues.
- b. Encourage employees to report signs and symptoms of MSDs.
- c. Ensure ergonomic awareness information is disseminated to employees.
- d. Request consultation from the Safety Office when altering employees workstations (new furniture, changing of computer equipment, changing locations).
- e. Request ergonomic evaluations of employees when signs and symptoms of MSDs are reported.
- f. Take corrective action when needed to reduce injury or re-injury.

Employees:

- a. Participate in safety awareness meetings and training.
- b. Use equipment and tools correctly, follow proper work procedures, and comply with recommended ergonomic techniques.
- c. Report signs and symptoms of MSDs to supervisor and to the Safety Office using the **Employee Injury Report Form**.

PROCEDURES

1. Training and Awareness

- a. Program informational sheet given at hire by Human Resources.
- b. Safety Office will provide supplemental information as requested.
- c. Safety Office will promote annually through the safety awareness program.

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- d. Specific training can be requested through the Safety Office.
 - e. Remedial training will be given when lack of compliance is observed.
2. Reporting of ergonomic issues and MSD signs and symptoms.
- a. Ergonomic issues and concerns will be reported to the immediate supervisor. If necessary notify the Safety Office using **Report of Unsafe Condition form**.
 - b. Signs and symptoms of MSDs will be reported to the immediate supervisor and to the Safety Office on an **Employee Injury Report form**.
 - c. Any medical treatment required will be coordinated with MCOE's workers' compensation carrier.
3. Responding to reports of ergonomic issues and MSD signs and symptoms.
- a. The supervisor will attempt to address the issue and take any corrective action needed.
 - b. If the supervisor is unable to correct the issue then the Safety Office will respond and review the workstation, work processes, and equipment used. If necessary, the Safety Office will coordinate for outside assistance.
 - c. An evaluation will be completed and submitted indicating any action taken and any recommended corrective action needed.
4. Corrective action
- a. Departments are responsible for taking corrective action to include any purchasing of equipment or furniture. Reimbursement is possible on a case-by-case basis by submitting an application for safety credit funds through the Safety Office.
 - b. Any training required will be coordinated through the Safety Office.
 - c. Follow-up observations will be conducted by the Safety Office to ensure corrective action is effective in reducing the potential for injury or re-injury.