

## **Personnel**

### **ERGONOMICS**

**AR 4157.2  
4257.2  
4357.2**

To minimize employee's risk of repetitive motion injuries (RMIs), the Superintendent or designee shall implement an ergonomics program whenever two or more RMIs from an identical work activity have been reported by district employees within a 12-month period beginning July 3, 1997. In addition, all reported injuries must satisfy all of the following conditions: (8 CCR 5110)

1. The RMIs were predominantly caused (i.e., 50 percent or more) by a repetitive job, process or operation.
2. The employees incurring the RMIs were performing a job process or operation of identical work activity. Identical work activity means that the employees were performing the same repetitive motion task, such as similar word processing, assembly or loading tasks.
3. The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed.

The Superintendent or designee shall ensure that the ergonomics program be designed to minimize RMIs in accordance with law. The program shall be composed of the following components: (8 CCR 5110)

1. Worksite evaluation

Each job, process or operation of identical work activity, or a representative number of such jobs, processes or operations of identical activities, shall be evaluated for exposures which have caused RMIs.

2. Control of exposures which have caused RMIs

Any exposures that have caused RMIs shall, in a timely manner, be corrected or, if not capable of being corrected, be minimized to the extent feasible. The district shall consider engineering controls, such as work station redesign, adjustable fixtures or tool redesign, and administrative controls such as job station, work pacing or work breaks.

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#### 3. Training

Employees shall be provided training that includes an explanation of:

- a. The district's program
- b. The exposures that have been associated with RMIs
- c. The symptoms and consequences of injuries caused by repetitive motion
- d. The importance of reporting symptoms and injuries to the employer
- e. Methods used by the district to minimize RMIs

*(cf. 4157 / 4257 / 4357 - Employee Safety)*  
*(cf. 4157.1 / 4257.1 / 4357.1 - Work-Related Injuries)*

#### *Legal Reference:*

##### EDUCATION CODE

*44984 - Industrial accident and illness leaves, certificated employees*

*45192 - Industrial accident and illness leaves, classified employees*

##### GOVERNMENT CODE

*21153 - Employer not to separate for disability members eligible to retire*

##### LABOR CODE

*142.3 - Adoption, amendment or repeal of standards and orders*

*3200-4855 - Workers' compensation, especially:*

*3550-3553 - Employee notice*

*3600-3605 - Conditions of liability*

*3760 - Report of injury to insurer*

*4600 - Provision of medical and hospital treatment by employer*

*4906 - Disclosures and statements*

*5400-5404 - Notice of injury or death*

*6303 - Place of employment; employment*

*6305 - Occupational safety and health standards; special orders*

*6310 - Retaliation for filing complaint prohibited*

*6357 - Standards for workplace ergonomics*

*6401.7 - Injury prevention programs*

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*6409.1 - Reports*  
CODE OF REGULATIONS, TITLE 8  
*3203 - Injury and Illness Prevention Program*  
*5110 - Repetitive motion injuries*

**Regulation**  
**Approved:** October 16, 2014

**PASADENA UNIFIED SCHOOL DISTRICT**  
Pasadena, California