MIDDLETOWN UNIFIED SCHOOL DISTRICT

Regulation 4157.2: Ergonomics

Original Adopted Date 1/17/2024

The Superintendent or designee shall implement an ergonomics program to identify risk factors in the work environment that may result in injuries or illnesses to employees and shall design measures to mitigate such risk factors. The program shall include a study of body movements and positions used during work, the tools and equipment used, the physical environment (such as temperature, noise, and lighting), and the organizational environment (such as deadlines, teamwork, and supervision) in order to identify potential causes of stress on the body over time, such as exertion or strain, awkward or sustained posture, or repeated motions.

An employee who experiences pain, numbness, stiffness, swelling, tingling, weakness, or other symptom(s) of a repetitive motion injury (RMI) or other musculoskeletal disorder that may be caused or aggravated by workplace conditions shall report the problem to his/her supervisor.

When an RMI which is objectively identified and diagnosed by a licensed physician to be a musculoskeletal injury has been reported by two or more district employees within a 12-month period, and is determined to be predominantly caused by a repetitive job, process, or operation of an identical work activity, the Superintendent or designee shall: (8 CCR 5110)

1. Evaluate each job, process, or operation of identical work activity at the work site, or a representative number of such jobs, processes, or operations of identical work activities, for exposures which have caused RMIs

2. Correct in a timely manner, or minimize to the extent feasible if correction is not possible, any exposures that have caused RMIs, taking into consideration engineering controls such as work station redesign, adjustable fixtures, or tool redesign, and administrative controls such as job rotation, work pacing, or work breaks

3. Provide staff training that includes an explanation of:

    a. The district's ergonomics 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 district

    e. Methods used by the district to minimize RMIs

Strategies adopted for identifying and correcting workplace conditions or practices that may increase employees' risk of RMIs may be incorporated into the district's injury and illness prevention program developed pursuant to Labor Code 6401.7 and 8 CCR 3203.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
8 CCR 3203	Injury and illness prevention program
8 CCR 5110	Repetitive motion injurues
Ed. Code 44984	Required rules for industrial accident and illness leave
Ed. Code 45192	Industrial accident and illness leave for classified employees
Gov. Code 21153	Employer not to separate for disability members eligible to retire
Lab. Code 142.3	Authority of Cal/OSHA to adopt standards
Lab. Code 3200-4856	Workers' compensation
Lab. Code 3550-3553	Notifications re: workers' compensation benefits
Lab. Code 3600-3605	Conditions of liability
Lab. Code 3760	Report of injury to insurer
Lab. Code 4600	Provision of medical and hospital treatment by employer
Lab. Code 4906	Disclosures and statements
Lab. Code 5400-5404	Notice of injury or death
Lab. Code 6303	Place of employment; employment
Lab. Code 6305	Occupational safety and health standards; special order
Lab. Code 6310	Retaliation for filing complaint prohibited
Lab. Code 6357	Standards for workplace ergonomics
Lab. Code 6401.7	Injury and illness prevention program
Lab. Code 6409.1	Reports

Management Resources	Description
DIR, Div. of Occup. Safety & Health Publication	Ergonomic Hazards, Fact Sheet H
DIR, Div. of Occup. Safety & Health Publication	Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. May 2011
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Industrial Relations, Occupational Safety and Health

Cross References

Code	Description
4113.5	Working Remotely
4157	Employee Safety

4157	Employee Safety
4157.1	Work-Related Injuries
4161.11	Industrial Accident/Illness Leave
4213.5	Working Remotely
4257	Employee Safety
4257	Employee Safety
4257.1	Work-Related Injuries
4261.11	Industrial Accident/Illness Leave
4313.5	Working Remotely
4357	Employee Safety
4357	Employee Safety
4357.1	Work-Related Injuries
4361.11	Industrial Accident/Illness Leave