

## 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.

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**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.

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

## Cross References

<b>Code</b>	<b>Description</b>
4113.5	<a href="#">Working Remotely</a>
4157	<a href="#">Employee Safety</a>

4157	<a href="#">Employee Safety</a>
4157.1	<a href="#">Work-Related Injuries</a>
4161.11	<a href="#">Industrial Accident/Illness Leave</a>
4213.5	<a href="#">Working Remotely</a>
4257	<a href="#">Employee Safety</a>
4257	<a href="#">Employee Safety</a>
4257.1	<a href="#">Work-Related Injuries</a>
4261.11	<a href="#">Industrial Accident/Illness Leave</a>
4313.5	<a href="#">Working Remotely</a>
4357	<a href="#">Employee Safety</a>
4357	<a href="#">Employee Safety</a>
4357.1	<a href="#">Work-Related Injuries</a>
4361.11	<a href="#">Industrial Accident/Illness Leave</a>