

REDWOODS COMMUNITY COLLEGE DISTRICT

Ergonomic Safety Program

INTRODUCTION

The Redwoods Community College District establishes this Ergonomics Plan as part of its continuing commitment to provide its employees a safe and healthy workplace. This plan is designed to address and minimize the occurrence of Cumulative Trauma Injuries (CTIs) in the workplace. The Ergonomics Plan is part of the District's health and safety program, Injury and Illness Prevention Plan.

This Ergonomics Plan was prepared by the College of the Redwoods Environmental Health and Safety Office. The Ergonomics Plan is intended to standardize evaluation procedures and corrective actions for job-related activities, processes, and/or operations of identical work activity which have been shown to be the predominate cause of diagnosed, objectively identified, musculoskeletal injury to employees. The District recognizes that in the educational setting the most common activity posing a risk of CTIs is associated with computer/VDT work stations. As such, the emphasis of this plan focuses on computer/VDT work stations. The plan does have provisions for the assessment of risk in other activities.

COMPLIANCE

The District's Ergonomic Plan is in compliance with California Code of Regulations, Title 8, Section 5110. The District's Ergonomic Plan is designed to minimize cumulative trauma injuries by providing for worksite evaluations, control of exposures which have caused CTIs, and training of employees. Training of employees will include information on the District's Ergonomic Plan, exposures which have cause CTIs, symptoms and consequences of CTIs, reporting of symptoms and injuries, and methods used by the District to minimize CTIs.

WORKSITE EVALUATION

Worksites, in particular computer work stations, will be evaluated by Environmental Health & Safety Manager or other qualified personnel for repetitive motions, posture, size and fit, work habits, and equipment positioning in accordance with the best available information and experience to minimize the occurrence of CTIs for users of computer work stations. Any employee can request a worksite evaluation from the Office of Environmental Health & Safety. Worksites and operations other than computer work stations may also request ergonomic review.

CONTROL OF EXPOSURES

Identified exposures that have caused or are capable of causing CTIs will be corrected and/or minimized to the extent capable. The District will consider engineering controls such as work station design, adjustable fixtures, and accessories; and administrative controls such as job rotation, work pacing and work breaks. When modifications to the work station are planned, or new equipment is brought into the workplace, the user will be involved in the selection process.

TRAINING

All employees of the District at risk of exposure to CTIs will be trained in the District's Ergonomic Plan. Training will include exposures associated with cumulative trauma injuries, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms and injuries, and methods and measures used by the District to minimize repetitive motion injuries.

Appendix A
COMPUTER WORK STATION EVALUATION

Name _____ Department _____

Campus _____ Date _____ Evaluator _____

Keyboard, Mouse & Accessories _____

Typical Hours and Work Conditions of Computer Operation _____

Does the chair, work station, and VDT fit the operator or adjust, so that the operator can have the following elements of proper posture and motion:

Yes No

Operator is seated in a comfortable, neutral, and supported fashion within the following guidelines:

- feet are flat on floor or footrest, angle between torso and thigh between 90⁰ and 100⁰
- seat pan width is adequate and front lip is rounded (waterfall)
- seat pan is adjustable
- back rest adjustable for height, depth of seat, and angle
- if equipped with arm rests, rests adjust for height and allow operator to move into work; upper arms should hang comfortably, elbows at 90⁰ with forearms parallel with floor
- chair stable; if fitted with casters, at least five casters

Notes:

Keyboard and other input devices placed so that comfort and neutrality are maintained within the following guidelines:

- keyboard is at elbow height
- keyboard angle adjustable to maintain neutral wrists or equipped with a palm rest
- keyboard and other input devices position adjustable to allow easy reach for operator

Notes:

Yes No

Work station is of sufficient size and dimension to comfortably fit the operator according to the following guidelines:

- height appropriate for user; work surface approximate 29" and keyboard 27"
- leg space width minimum 20" and depth 15"
- knee space sufficient for comfort
- work station surface large enough to accommodate monitor, document holder, and other task related items; frequently used items (such as telephone) within 20"

Notes:

Monitor is placed in viewing comfort zone according to the following guidelines:

- top of view area of screen is at or below eye level
- brightness and contrast are adjustable
- monitor has tilt and swivel adjustments
- adjacent windows have coverings to reduce bright outside light
- glare on screen can be controlled without moving the monitor out of viewing comfort zone

Notes:

Operator is trained in ergonomic principles including the following:

- trained on chair adjustment, input device placement, work station size and layout, and posture
- user is involved in the selection process of equipment, and communication exists between operator and supervisor
- fatigue control is understood and used; including posture, body and eye exercises, and rest pauses and breaks

Notes: