

# CITY OF REDLANDS



## ERGONOMIC PROGRAM

Est. January 2024

# CITY OF REDLANDS ERGONOMICS PROGRAM

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## **I. POLICY**

It is the policy of the City to provide all employees with a safe and healthy workplace. The city is committed to reducing and/or eliminating the risk factors associated with musculoskeletal disorders (MSDs).

A successful ergonomics program involves a systematic method that effectively communicates information, ensuring the implementation of viable solutions to address ergonomic risks and enhance the workplace. Key components for success include the commitment of management and active involvement of employees.

The city has implemented an ergonomics program that includes the following components:

- A written ergonomics program and designated program coordinator
- Identification and prioritization of high -risk jobs and tasks
- Training for management and employees
- Implementation of control measures and follow-up assessment
- Early intervention and medical management processes

## **II. PURPOSE**

The purpose of the ergonomics program is to apply ergonomic principles in the workplace to reduce and/or eliminate the number and severity of musculoskeletal disorders (MSDs), thus increasing productivity, quality, and efficiency, while decreasing worker's compensation claims.

The City is committed to a proactive approach to ergonomics. A proactive approach anticipates and prevents ergonomic issues. Identifying and prioritizing jobs with increased risk factors are critical steps in the program. Once risks are identified, the focus is shifted to:

1. Making changes before an injury or illness occurs
2. Incorporating ergonomics into the design phase of new work areas or processes
3. Purchasing appropriate equipment and tools

## **III. RESPONSIBILITIES**

### **a. Risk Management**

Risk Management is responsible for establishing and maintaining all evaluations, standard operating procedures, and program. Risk Management is also responsible for managing the Workplace Ergonomics training on NeoGov, to ensure all employees receive initial training and as needed.

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Risk Management will:

- Emphasizing the importance of early reporting of employee symptoms to managers and supervisors and to use the NeoGov Workplace Ergonomic training solution as a systematic approach for early intervention
- Facilitate the identification of employee risk level based on results of training
- Maintain program records and provide documentation of ergonomic training and workstation evaluations upon request
- Schedule initial training for employees and maintain training records
- Ensure that control measures and recommendations are implemented in a timely manner
- Monitor the program on an annual basis

### **b. Managers, Supervisors, and Department Heads**

Management supports the efforts of Risk Management with adequate resources and active participation in the identification and control of ergonomic risk factors. Management will support an effective MSD reporting system and will respond promptly to employee reports of discomfort.

Managers, Supervisors, and Department Heads will:

- Active support and participation in the NeoGov Workplace Ergonomic training solution; including a review of workstation evaluations conducted in their departments and the implementation of recommended control measures
- Encourage active participation of the program by employees
- Ensure early reporting of symptoms is encouraged in their department and provide a prompt response

### **c. Employees**

Employees are the essential element to the success of the program and will be asked for their input and assistance with identifying ergonomic risk factors, workstation evaluations, development, and implementation of controls and training.

Employees will:

- Use NeoGov Workplace Ergonomic training solution upon hire and as required (updates, after a workstation evaluation, relocation of workstation, new equipment, etc.)

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- Use the appropriate tools, equipment, parts, materials, and procedures in the manner established by managers and supervisors and report when they are not in good condition
- Apply the knowledge and skills received in training to actual job, tasks, processes, and work activities
- Report MSDs signs or symptoms and work-related MSD hazards to their manager or supervisor as early as possible to facilitate proactive interventions and prompt medical treatment
- Take responsibility for personal health and safety

### IV. ERGONOMICS PROGRAM

#### a. Reporting Procedures

In addition to receiving Workplace Ergonomics training through NeoGov, the following reporting procedures have been established:

- Employees who experience discomfort or symptoms associated with MSDs shall immediately report the discomfort or symptoms directly to their supervisor
- Any injury identified or diagnosed as a work-related MDS by a licensed healthcare provider shall be immediately reported to the supervisor and Risk Management
- Ergonomic evaluations are scheduled upon emailed request to Risk Management. Completion of Workplace Ergonomics training and the pre-assessment form is required prior to an in-person workstation evaluation
- Photos and or videos of the workstation may be requested by Risk Management prior in addition to the pre-assessment form
- Supervisors shall notify Risk Management upon receipt of a request for an ergonomic evaluation, modification, or accommodation

#### b. Workstation Evaluations

- Workstation evaluations and ergonomic solutions shall be documented and sent to the employee and their supervisor. A record of the ergonomic evaluation and the associated recommendations shall be kept on file with Risk Management for three years
- The employee's direct supervisor shall be responsible for implementing any recommended corrective measures
- The employee shall be responsible for using associated equipment correctly and performing tasks as outlined in corrective measures

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- The employee shall be contacted by Risk Management to determine if a follow-up workstation evaluation is necessary to measure the effectiveness or implementation of any recommendations

### **c. Training**

- Workplace Ergonomics provided by NeoGov Learn
  - This course addresses the key components of healthy ergonomic practices in the workplace. It includes information regarding the risk factors, signs, and symptoms of work-related musculoskeletal disorders (MSDs).

### **d. Medical Management**

The City of Redlands provides medical care to all employees injured at work. All work-related injuries and illnesses shall be reported immediately to the supervisor and Risk Management. The City will offer return-to-work opportunities to all injured employees in accordance with work restrictions provided by a recognized medical provider.