

# UC Davis Policy and Procedure Manual

## Chapter 290, Health and Safety Services

### Section 16, Ergonomics Program

Date: 5/7/09

Supersedes: 9/3/01

Responsible Department: Environmental Health and Safety

Source Document: Title 8, California Code of Regulations, Section 5110

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#### I. Purpose

This section outlines the policy and procedure to reduce work-related repetitive motion injuries at UC Davis in accordance with Cal/OSHA regulations in the California Code of Regulations, Title 8, Section 5110. At UCDHS, refer to Hospital Policy and Procedures Section 1625.

#### II. Definition

Work-related repetitive motion injury--musculoskeletal injury predominantly caused (i.e., 50% or more) by a repetitive job, process, or operation.

#### III. Policy

- A. It is the policy of UC Davis to comply with all applicable Federal and State laws and regulations governing repetitive motion injuries.
- B. UC Davis' goal for this program is to reduce work-related repetitive motion injuries (RMI) in accordance with the Cal/OSHA ergonomics standard and UC/Collective Bargaining Unit Agreements.
- C. The program will be incorporated into each department's Injury and Illness Prevention Program (IIPP) in accordance with Section 290-15.
- D. Work-related injuries due to repetitive motion are reported in accordance with Section 370-20. The RMIs are then evaluated to determine if intervention would be beneficial.
- E. The following criteria will be used in determining when the occurrence of work related RMIs will be targeted for intervention.
  1. Any jobs or processes for which more than one work-related RMI has been identified within any 12 month period.
  2. Reported occurrences of RMIs by employees performing a job process or operation of identical work activity which are documented and diagnosed by a licensed physician

#### IV. Procedures and Responsibilities

- A. Department heads

Department heads are responsible for implementing the campus ergonomics program as part of the department's IIPP (see Section 290-15).
- B. Principal investigators, managers, and supervisors
  1. Principal investigators/managers/supervisors must ensure that employees potentially affected by an RMI are provided information and training to reduce these injuries. Training materials, guidelines and references can be found on the EH&S Web site Ergonomics page. Training must include a question and answer session that covers the following topics:
    - a. The UC Davis repetitive motion injury reduction program.
    - b. The potential for injury associated with each job activity.
    - c. The symptoms and consequences of RMIs.

- d. The importance of reporting symptoms and injuries to the employer.
  - e. Methods used to minimize RMIs.
  2. Principal investigators/managers/supervisors ensure training is documented.
  3. Principal investigators/managers/supervisors ensure that workstations, processes, or equipment for job activities that have been targeted for intervention by EH&S or UC Davis Workers' Compensation are evaluated.
    - a. If problems are identified, corrective actions must be considered.
    - b. The principal investigator/manager/supervisor or designee must prepare and implement a plan for improvements, and maintain documentation of the program, evaluation results, and corrections.
    - c. EH&S, Workers' Compensation, or Occupational Health are available to assist with evaluations and identifying corrective actions.
  4. Principal investigators/managers/supervisors must ensure that elements of the repetitive motion injury program are incorporated into the department's IIPP (see Section 290-15).
  5. Principal investigators/managers/supervisors must send employees with work related repetitive motion injuries to UC Davis Occupational Health for medical evaluation and treatment. An employee may use his or her personal physician instead of the above provider if he or she has filed a Designation of Physician form prior to the date of injury. Injury reports must be filed in accordance with Section 370-20.
- C. EH&S and UC Davis Workers' Compensation
- EH&S and UC Davis Workers' Compensation are responsible for assisting departments in complying with State and Federal regulations. This includes:
1. Identifying jobs and processes that have resulted in RMIs that require intervention to reduce these injuries.
  2. Preparing materials and providing consultation to assist departments in preventing future injuries.
  3. Providing EH&S web site resources to departments for preventing RMIs.
  4. Providing consultation, training and assistance to department safety coordinators and principal investigators/managers/supervisors to support RMI prevention efforts.
- D. Occupational Health Physician
1. The Occupational Health Physician will evaluate employees for RMIs when appropriate.
  2. The Occupational Health Physician is available for consultation as needed to employees and supervisors in RMI prevention efforts.
- E. Employees
1. Employees are responsible for reporting RMIs to their principal investigator/manager/supervisor at the first signs or symptoms of a potential work related RMI.
  2. The employee may request an evaluation of his/her workstation, work processes, or equipment if he/she would like one. However, if he or she is experiencing discomfort or pain that may be due to a repetitive motion injury, an evaluation should be requested immediately.

## V. Further Information

For further information, contact EH&S (530-752-1493) or Workers' Compensation (530-757-3226).

**VI. References**

- A. Title 8, California Code of Regulations, Section 5110 (Cal/OSHA regulations on repetitive motion injuries) (<http://ccr.oal.ca.gov/linkedslice/default.asp?SP=CCR-1000&Action=Welcome>).
- B. UCD Policy & Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
  - 1. Section 290-15, Safety Management Program.
  - 2. Section 290-60, Occupational and Preventive Medicine.
  - 3. Section 370-20, Workers' Compensation.