

MODESTO CITY SCHOOLS

Administrative Regulation

AR 4157.2/4257.2/4357.2

ALL PERSONNEL

Ergonomics

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 their 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

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- 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.

Legal References:

EDUCATION CODE

44984 Required rules for industrial accident and illness leave

45192 Industrial accident and illness leave for classified employees

GOVERNMENT CODE

21153 Employer not to separate for disability members eligible to retire

LABOR CODE

142.3 Authority of Cal/OSHA to adopt standards

3200-4855 Workers' compensation

3550-3553 Notifications regarding workers' compensation benefits

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5404 Notice of injury or death

6303 Place of employment; employment

6305 Occupational safety and health standards; special order

6310 Retaliation for filing complaint prohibited

6357 Standards for workplace ergonomics

6401.7 Injury and illness prevention program

6409.1 Reports

CODE OF REGULATIONS, TITLE 8

3203 Injury and illness prevention program

5110 Repetitive motion injuries

Management Resources:

DIR, DIVISION OF OCCUPATIONAL SAFETY & HEALTH PUBLICATION

Ergonomic Hazards, Fact Sheet H

Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. May 2011

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Cross References (cf.):

4113.5/4213.5/4313.5 – Working Remotely (N/A)

4157/4257/4357 – Employee Safety

4157.1/4257.1/4357.1 – Work-Related Injuries

4161.11/4261.11/4361.11 – Industrial Accident/Illness Leave (N/A)

ADOPTED: April 1, 2023