



Ergonomics Program

I. Policy

It is the policy of California State University, Fullerton (CSUF) to ensure that employees are provided information on the prevention and reduction of potential injury related to poor workstation design, overuse, or repetitive motion injuries. These injuries negatively impact personal lives and lower workplace productivity. Environmental Health and Safety (EHS) has therefore established an Ergonomics Program as part of the Injury and Illness Prevention Program to effectively reduce the risk of injuries related to repetitive motion.

The purpose of Cal State Fullerton's Ergonomics Program is to create a program designed to educate the campus community as to proper body mechanics in order to minimize and prevent the frequency and severity of cumulative trauma disorders and repetitive motion injuries. The Program focuses on putting the right worker into the right job and adapting the job to fit the worker. This is a more productive approach and mutually beneficial to both the employee and employer. These principles should be applied on and off the job to ensure their effectiveness.

The methods and procedures used to identify, evaluate, and correct these types of injuries include, but not limited to, employee training, workstation evaluations, and administrative and/or engineering controls.

II. Reference

California Code of Regulations, Title 8, Section 5110

III. Scope

This Program applies to all CSUF employees.

IV. Definitions

Administrative Controls - Work place procedures that reduce the duration, frequency, and exposures to ergonomic work place hazards. This includes exercises and short breaks to reduce worker task stress and rotation of job task or assignment

Engineering Controls - Risk control methods implemented to reduce repetitive motion injuries. These controls include but are not limited to; personal protective equipment, redesign of workstation, adjustable equipment, tools, and/or fixtures, work pacing, work place stretches and exercises.

Ergonomics - The applied science of equipment design in order to reduce operator fatigue and discomfort. In other words, designing the work task and work environment to fit the worker.

Repetitive Motion Injury (RMI) - A disorder of the body's soft tissue components that affects eyes, ears, wrists, arms, hands, joints, ligaments, tendons, or muscles individually or all at once. This is a musculoskeletal and nervous systems disorder caused by repeated and frequent twisting, bending, sustained awkward positioning, over an extended period of time. Tasks which contribute to RMIs include, but are not limited to, word processing, bending and lifting, hand tool and equipment use, pushing or pulling, computer screen use, or poor work station design. These illnesses include but are not limited to the following:

1. Back Disorders
2. Carpal Tunnel Syndrome (CTS's)
3. De Quervain's disease
4. Headaches associated with eye strain
5. Hearing Loss
6. Raynaud's Syndrome
7. Repetitive Motion Disorders
8. Tendonitis
9. Tenosynovitis
10. Trigger Finger

V. Responsibilities

- A. University Deans, Department Chairs, and Directors
 1. Ensure employees receive training in proper ergonomic safety practices.
 2. Properly use equipment and accessories.
 3. Report and correct work conditions that may contribute or cause Repetitive Motion Injury's (RMI).
 4. Arrange for ergonomic work station evaluations with EHS.
- B. Risk Management
 1. Identify RMI Worker's Compensation Claims

2. Coordinate with EHS to evaluate workstation and job functions in the event of a reported RMI.
- C. Environmental Health and Safety
1. Implement and coordinate the CSUF Ergonomics Program
 2. Investigate work areas where RMIs have been reported or upon request of the supervisor or employee.
 3. Recommend corrective actions to reduce RMIs.
 4. Conduct follow-up evaluations.
 5. Recommend professional ergonomist consultation where problems persist.
- D. Employees
1. Recognize the causes of RMIs and take appropriate action to minimize exposures.
 2. Report to their supervisor or EHS working conditions that may lead to RMI.

VI. Program Elements

- A. Reporting a Repetitive Motion Injury - All work related injuries should be reported to a supervisor immediately. The following procedures should be followed when reporting a suspected RMI:
1. Report the injury to your supervisor and fill out the Report of Employee Injury form and send to Human Resources, College Park 700.
 2. Employee may be referred for medical treatment if necessary.
 3. Request a work site evaluation by calling EHS at ext. 7233, emailing safety@fullerton.edu, or completing the online 'Ergonomic Evaluation Request Form.'
- B. Ergonomic Safety Training
1. Office Ergonomics Component training are generally provided on a case by case basis as employees call for workstation evaluations. If there is interest, an instructor led class may be offered to all employees.
 2. Industrial Ergonomics training, which includes back safety, is provided annually or upon request.
 3. Ergonomic training includes:

- a. Basic components of the Ergonomics Program with specifics for either the Office or Industrial component.
 - b. A hands-on obstacle course will set up for back safety (industrial ergonomics) specific to the department receiving training, e.g. custodians or landscape services.
 - c. Information regarding the causes of repetitive motion injuries. This includes symptoms, consequences, and preventive measures to control exposures to repetitive motion injuries.
 - d. Injury reporting and evaluating procedures of repetitive motion injury.
 - e. Work place administrative and engineering controls that reduce repetitive motion muscle and tendon stresses.
 - f. Workstation design criteria.
- C. Work Site Evaluation - A work site evaluation is completed to determine what jobs, tasks, or processes create ergonomic work place hazards. This process is used to reduce or prevent ergonomic work hazards. Priority will be given for a site evaluation to workers who may already have developed repetitive motion injuries. Take the following steps to arrange an evaluation.
- 1. Initial workstation evaluations will be conducted by EHS. The supervisor, affected employee, or Human Resources Workers' Compensation Coordinator may submit a formal request by contacting EHS.
 - 2. In cases where a Report of Employee Injury has been submitted to Workers' Compensation, the Coordinator will contact EHS to request an evaluation and report. This evaluation will determine the need for a more extensive job evaluation.
 - 3. The evaluation may be conducted from an ergonomic safety checklist and shall evaluate the following information:
 - a. Symptoms of reported injury
 - b. Workers task summary
 - c. Date of symptoms onset
 - d. Evaluation of current workers medical status
 - e. Evaluation of work station equipment and accessories
 - f. Assessment of overall work station environment

- D. Administrative and Engineering Controls - Administrative & Engineering Controls include the use of personnel protective equipment, education and training, breaks with stretch exercises, and task rotation methods.
1. Administrative Controls include:
 - a. Education and training for ergonomic safety standards and repetitive motion injuries.
 - b. Proper notification procedures and preventative exposure methods.
 - c. Work station or work area design evaluation.
 - d. Job and task rotation.
 - e. Incorporation of regular breaks and exercises.
 2. Engineering Controls include:
 - a. Adjustable chairs with increased back support
 - b. Desk top extensions
 - c. Arm, foot, or wrist rests
 - d. VDT screen glare reducers
 - e. Document holders
 - f. Ergonomically designed keyboards, and other ergonomically designed equipment.
- E. Work Station Design Criteria - A workstation that is not ergonomically designed can be the primary reason for cumulative trauma disorders. There are two main types of workstation environments:
1. Stationary Work Station - This workstation can be sitting or standing. These types of work stations may include, but are not limited to, desks, tables, work benches, or lab benches.
 - a. Before beginning to set up your workstation, determine the level that is most comfortable to the individual seated at that station. The employee while seated at the workstation, should adjust chair height and arm rest levels. With feet flat to the ground or footrest, adjust the chair height to a position where the workers arms are at a 90-110 degree angle in relation to the top of workers desk or table. Adjust chair back support to ensure proper lumbar spinal column position.

- b. Worker knees should pass underneath the work surface; arms should rest on the work surface at 90-degree angles. Workers knees should have at least 2" clearance from underneath the desk or tabletop.
 - c. The height of a workstation desktop varies between 26" to 30" high. The operator should not have to bend their head more than 20 degrees to view a computer screen or document in document holder. Both items should be placed within the same visual plane.
 - d. When designing a stationary work desk or bench top area, prioritizing the location for materials used on the most frequent basis is the first step. Equipment and materials used most of the time should be located within 20 to 40 inches, or within arm's reach of your immediate work area. This is the primary work area; the majority of work tasks should take place within this zone. The placement of your telephone should be opposite the location from your writing hand.
 - e. Establish a work range based on priority of frequency of usage of work materials. The most frequently used items should be within 15" to 20" distance from worker. Maximum range should not exceed 40" distance from worker. Avoid overextending your arms.
 - f. When setting up the computer screen the following recommendations should be considered:
 - i. The location of the computer screen monitor and keyboard should be directly in front of the user approximately 12" to 18" inches distance directly in front of the user.
 - ii. Adjust screen contrasts and brightness to maximize vision without increasing stress to eyes. Reduce glare light from sunlight or excessive office lighting if necessary by closing curtains or window blinds. Use a computer screen glare reducer if necessary to reduce screen glare.
 - iii. Top of computer screen should be at a comfortable height with no neck flexion or extension.
 - iv. User's elbows, fore arm, and wrist should rest at a 90-degree angle from your shoulder with armrest support if necessary.
 - v. Position computer track ball or mouse at armrest level as close to the keyboard as possible.
2. Non-stationary Work Station - This type of workstation varies in location from day to day. Factors that affect these varying types of work environment would include but not be limited to:

- a. Confined Space
- b. Slanted or Roof Surface
- c. Outdoors not in a Controlled Environment
- d. Power or Communication Lines
- e. Adverse weather
- f. Tunnel or Mining Areas
- g. Scaffold 7' Above the Ground
- h. High Hazard Condition Area
- i. Custodial Services
- j. Plant Maintenance & Repair Services
- k. Landscaping & Grounds Services

Work conducted under these types of conditions requires special procedures, training, and personal protective equipment. California Code of Regulations Title 8, provides information regarding the specific requirements for work conducted in these areas.

Responsible Executive: Vice President for Administration and Finance

Responsible Office: Environmental Health and Safety

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