

**City of Seaside
Standard Operating Procedure #76
Ergonomics Program**

I. PURPOSE

This program provides written guidance to departments and employees on the procedures for minimizing the risk and occurrence of workplace repetitive motion injuries (RMI).

II. PROCEDURE

Each department is responsible for monitoring their workplace and identifying a condition or reported symptom that could result in a RMI. If a condition, reported symptom, or RMI occurs, the following actions shall be taken:

- A. Conduct a worksite evaluation. Each job, process or operation shall be evaluated to determine the actions that contributed to the condition, reported symptom, or injury.
- B. Control or eliminate exposure. Any task actions that caused the condition, reported symptom, or RMI shall be modified; or if unable to modify, minimized to reduce or eliminate the cause of injury. Engineering controls, such as workstation or tool redesign; and administrative controls, such as job task rotation, work pacing or task breaks, shall be considered.

III. TRAINING

The Personnel Office shall schedule training that includes an explanation of the following:

- A. The ergonomics program;
- B. The types of injuries that have been associated with RMIs and their symptoms;
- C. The importance of reporting conditions, symptoms, and injuries to their supervisor; and
- D. Methods used to minimize a condition, reported symptom, or RMI.

IV. RESPONSIBILITIES

This program applies to all departments and operations.

V. REFERENCE

CCR, Title 8, GISO, Section 5110