



SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

San Diego Community College OSHA Standards

Ergonomics Program

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Table of Contents

PURPOSE	2
AUTHORITY CITATIONS	2
DIVISION OF RESPONSIBILITIES	2
Risk Management Office	2
Supervisors	2
Employees	2
RMI RISK FACTORS	2
PREVENTION	3
Training	3
Self-Evaluation	3
Technical Assistance	3
Work-Site Evaluations	3
INJURY RESPONSE	4
Identification	4
Hazard Evaluation	4
Corrective Action Plan	4
Scope of Applicability	4
Follow-Up	4
APPENDIX A: SAFE WORK PRACTICES - ERGONOMIC ALIGNMENTS FOR COMPUTER WORKSTATIONS	5
Height Alignment	5
Depth Alignment	5
Lateral Alignment	5
APPENDIX B: TARGETED WORK OPERATIONS	6
APPENDIX C: CURRENT MEDICAL CONTRACTOR	7
Sharp Rees-Stealy Occupational Health Services Facility	7
Work-Related Injury Treatment Authorization	7
APPENDIX D: SAFETY PROGRAM APPROVAL	10
San Diego City College Safety Program	10
San Diego Mesa College Safety Program	11
San Diego Miramar College Safety Program	12
San Diego Continuing Education Safety Program	13
District Service Center Safety Program	14

PURPOSE

The purpose of the ergonomics program at San Diego Community College District is to eliminate ergonomic risks such as musculoskeletal disorders (MSDs) and repetitive motion injuries (RMI). The ergonomics program will also identify potential ergonomic issues and provide corrective suggestions to improve safety and efficiency of all San Diego Community College District employees.

AUTHORITY CITATIONS

CCR, Title 8, § [5110](#)

DIVISION OF RESPONSIBILITIES

Risk Management Office

Responsible for the implementation and maintenance of this program as described above, including:

- Development and maintenance of employee training, self-evaluation, technical assistance, and work-site evaluation resources
- Identifying and coordinating the evaluation of targeted work operations and investigation of ergonomic injuries
- Ensuring the implementation of corrective action plans resulting from targeted work operation and injury investigations
- Maintaining records of all inquiries and injury assessments

Supervisors

Responsible for implementing and enforcing the provisions of this program, including:

- Ensuring employee participation in training efforts and self-evaluation procedures, including the provision of training for new employees
- Working with employees to develop corrective actions and supporting their implementation through the allocation of monetary resources and employee time
- Initiating self-evaluations or Risk Management evaluations when ergonomic concerns are reported

Employees

Responsible for complying with the provisions of this program, including:

- Participating in training efforts and self-evaluation procedures
- Working with their supervisor and Risk Management to develop corrective actions
- Following ergonomically correct work practices
- Reporting ergonomic concerns and injuries to their supervisor as they arise

RMI RISK FACTORS

Repetitive motion injuries (RMI) are predominantly caused by a repetitive job, process, or operation. Factors that can exacerbate RMI include the following.

Duration: Length of a work activity in a given period of time

Engineering Controls: Work devices such as tables, desks, chairs, keyboards, tools, etc.

Force: Physical exertion applied to a part of the body
Frequency: Rate at which physical motions/exertions are repeated
Mechanical Stress: Stress on an isolated area of soft tissue by a small object
Personal Protective Equipment: Items worn or attached to the body for prolonged periods
Posture: Position of a body part during an activity
Temperature: Working on a cold environment could accelerate an RMI

PREVENTION

Ergonomic hazards are assessed and evaluated before injuries can occur to the employee. The following process steps allows the Risk Management office to use due diligence toward correcting potential ergonomic hazards.

Training

The Risk Management office sponsors periodic training to employees which provides them with information on ergonomic risk factors, symptoms of injury, how to identify and correct ergonomic hazards, and safe work practices.

Supervisors provide initial training for new employees until they can participate in Risk Management sponsored sessions.

Self-Evaluation

After gaining knowledge of ergonomic issues, employees review their own work areas to identify problems and then work with their supervisor to develop corrective actions.

Technical Assistance

The Risk Management office periodically reviews the latest ergonomic products on the market and develops purchasing guidelines and recommendations. Risk Management also makes selected products available for demonstration through an ergonomics showroom. Upon request, Risk Management provides product reviews and answers other questions related to ergonomic concerns.

Work-Site Evaluations

If a supervisor and employee(s) cannot resolve ergonomic concerns in a given work area, an ergonomic evaluation can be requested from Risk Management from the supervisor. Evaluations are performed at Risk Management discretion on a case-by-case basis.

*Target Operations: At the discretion of the Risk Management office, specific high-hazard operations may be targeted for an evaluation. These targeted operations will be documented along with any associated training or corrective action that has been taken ([Appendix B](#)).

INJURY RESPONSE

Ergonomic hazards that have resulted in employee injury are identified, and corrective measures are taken to ensure avoidance of a future injury. Any injury that has a suspected ergonomic culprit is investigated through the following process.

Identification

The Risk Management office reviews all new workers' compensation claims to identify injuries that may have been caused by an ergonomic hazard.

Hazard Evaluation

The Risk Management office performs an investigation of the injury and evaluates the associated work operation.

Corrective Action Plan

The Risk Management office develops a plan to control the identified ergonomic hazards through workplace modifications and safe work practice procedures.

Scope of Applicability

The Risk Management office reviews all other work operations within the District which are similar to the operations associated with the injury. The corrective action plan is applied to these operations when appropriate.

Follow-Up

The Risk Management office ensures that the corrective action plan has been successfully implemented in all affected work operations.

APPENDIX A: SAFE WORK PRACTICES - ERGONOMIC ALIGNMENTS FOR COMPUTER WORKSTATIONS

The following tables describe how your body should line up with office and computer equipment. Since the alignments all affect one another, the challenge is to figure out how to set up your workstation in order to match all the alignments at the same time. The ergonomic products listed at the bottom of each table may be useful in providing the adjustability needed to do this.

Height Alignment

BODY PART	EQUIPMENT	ALIGNMENT
Eyes	Monitor (top)	Level (neck straight).
Forearms	Keyboard & Mouse	Level (90° bend at elbows, shoulders relaxed).
Hands	Keyboard & Mouse	Neutral (no wrist bend).
Lumbar Curve	Chair Contour	Curves align so back is supported.
Thighs	Floor	Parallel (90° bends at the knees & hips).
Feet	Floor	Flat and supported.
Useful Ergonomic Products: Monitor stand, keyboard tray, chair with adjustable lumbar support, removable lumbar support pad or pillow, chair with pneumatic height adjustment, footrest.		

Depth Alignment

BODY PART	EQUIPMENT	ALIGNMENT
Eyes	Monitor	18–21 inches apart.
Torso	Keyboard & Mouse	No reaching with arms (90° bend at elbows).
Back	Chair Back	Straight and touching (90° bend at hips).
Back of Knees	Chair Edge	2–4 inch gap.
Useful Ergonomic Products: Monitor arm, keyboard tray, chair with adjustable lumbar support, chair with adjustable recline feature, chair with sliding seat pan.		

Lateral Alignment

BODY PART	EQUIPMENT	ALIGNMENT
Eyes	Monitor	Centered straight ahead.
Arms and Hands	Keyboard & Mouse	Centered straight ahead on the 'G' & 'H' keys with minimal inward or outward rotation.
Torso	Monitor & Keyboard	Centered straight ahead.
Useful Ergonomic Products: Monitor arm, document holders, alternative keyboard designs (split or reconfigured), mouse tracking speed adjustments, increased desk depth (e.g., corner units).		

APPENDIX C: CURRENT MEDICAL CONTRACTOR

Sharp Rees-Stealy Occupational Health Services Facility

Inform the receptionist if you have had an exposure to blood or other potentially infectious materials and need an appointment immediately.

Work-Related Injury Treatment Authorization

For treatment authorization and worker's compensation referrals, contact the Risk Management office at 619-388-6953.

In the event of a

WORK-RELATED INJURY or ILLNESS

**Send Employee to the Nearest
Sharp Rees-Stealy Occupational Health Services Facility:**



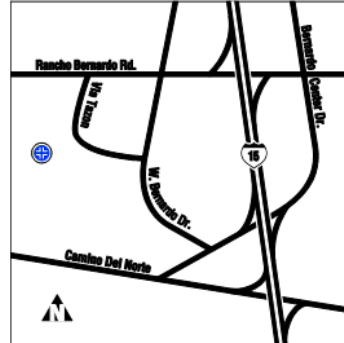
CHULA VISTA
525 Third Ave.
Chula Vista, CA 91910
(619) 585-4050
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



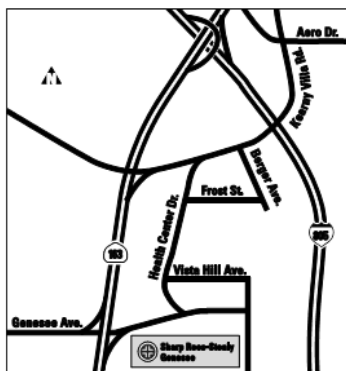
LA MESA
Grossmont Medical Plaza,
Ste. 601
5525 Grossmont Center Dr.
La Mesa, CA 91942
(619) 644-6600
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



DOWNTOWN
300 Fir St.
San Diego, CA 92101
(619) 446-1524
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 10 p.m., daily (except
certain holidays)



RANCHO BERNARDO
16950 Via Tazon
San Diego, CA 92127
(858) 521-2350
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



GENESE
2020 Genesee Ave.
San Diego, CA 92123
(858) 616-8400
Occupational Health Services
7 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
No urgent care at this location

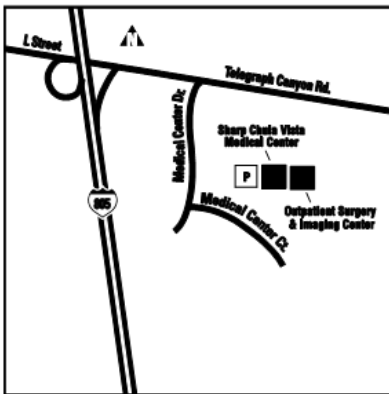


SORRENTO MESA
10243 Genetic Center Dr.
San Diego, CA 92121
(858) 526-6150
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



AFTER-HOURS CARE For a WORK-RELATED INJURY or ILLNESS

**Send Employee to the Nearest
Sharp Hospital Emergency Department**



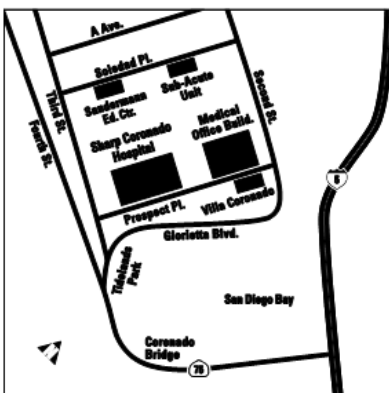
Sharp Chula Vista Medical Center

751 Medical Center Ct.
Chula Vista, CA 91911
(619) 502-5800



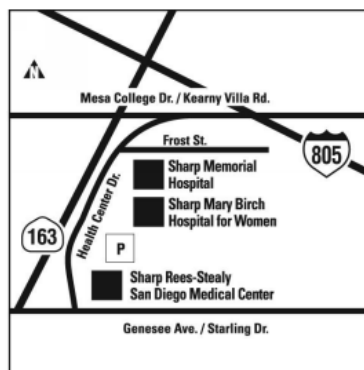
Sharp Grossmont Hospital

5555 Grossmont Center Dr.
La Mesa, CA 91942
(619) 740-6000



Sharp Coronado Hospital

250 Prospect Pl.
Coronado, CA 92118
(619) 522-3600



Sharp Memorial Hospital

7901 Frost St.
San Diego, CA 92123
(858) 939-3400



APPENDIX D: SAFETY PROGRAM APPROVAL

San Diego City College Safety Program

Ergonomics Program – 11/20/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
City College Vice President, Administrative Services

Date: _____

Approved by: _____
City College President

Date: _____

San Diego Mesa College Safety Program

Ergonomics Program – 11/20/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Mesa College Vice President, Administrative Services

Date: _____

Approved by: _____
Mesa College President

Date: _____

San Diego Miramar College Safety Program

Ergonomics Program – 11/20/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Miramar College Vice President, Administrative Services

Date: _____

Approved by: _____
Miramar College President

Date: _____

San Diego Continuing Education Safety Program

Ergonomics Program – 11/20/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Continuing Education Vice President, Administrative Services

Date: _____

Approved by: _____
Continuing Education President

Date: _____

District Service Center Safety Program

Ergonomics Program – 11/20/2015

Reviewed by: _____
Risk Manager

Date: _____

Approved by: _____
Director, Facilities Services

Date: _____

Approved by: _____
Vice Chancellor, Facilities Management

Date: _____