



<b>HOAG MEMORIAL HOSPITAL PRESBYTERIAN</b> <b>HUMAN RESOURCES POLICY</b>  <b>DEPARTMENTAL POLICY</b>	Number: <b>07-3-680</b>	Page: <b>Page 1 of 2</b>
	Effective Date: <b>03/01/2010</b>	
	Supersedes (Date): <b>02/05/07</b>	
	Original Date: <b>04/01/01</b>	
Signatures of Policy Reviewers (*as required and list Department/Title):		
 _____ VP Human Resources	 _____ Hospital Administrator	_____ Medical Staff (as required)
Title/Subject: <b>ERGONOMICS</b>		

1.0 PURPOSE

- 1.1 To provide guidelines to comply with the California Occupational Safety and Health Association (OSHA) Ergonomic Standard, Title 8, Section 5110.
- 1.2 To provide preventative measures and early identification of Musculoskeletal Disorders (MSD) through assessment of worksites, education to employees, and appropriate medical management.

2.0 DEFINITION

- 2.1 Ergonomics is the study of the relationship between people and the environment, specifically how people fit into their jobs.
- 2.2 The science of ergonomics seeks to adapt the job and workplace to the worker by designing workstations to support the individual needs.

3.0 POLICY

- 3.1 The Employee Health Services (EHS) Director or designee coordinates weekly worksite evaluations, education and product purchase recommendations.
- 3.2 Department Directors are to refer employees who report signs and symptoms of MSD to EHS for assessment, and medical evaluation as needed.

4.0 PROCEDURE

- 4.1 Notify the EHS Director or designee to coordinate:
  - 4.1.1 Worksite evaluations when:
    - 4.1.1.1 An employee reports signs and symptoms of MSD (eg: pain, numbness, tingling).
    - 4.1.1.2 New equipment is obtained.
    - 4.1.1.3 Workstations are redesigned.
    - 4.1.1.4 There is a change in job function which will result in the repetitive motion of extremities (same motion every few seconds for more than 2-4 hours at a time).
    - 4.1.1.5 New product order information is needed.
 

**Note:** Worksite evaluations will only be conducted with prior approval by the Department Director.
  - 4.1.2 Training: Employees shall be provided training that includes an explanation of:

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- 4.1.2.1 Hoag Hospital's Ergonomics Program
  - 4.1.2.2 Exposure which have been associated with MSD.
  - 4.1.2.3 Symptoms and consequences of injuries caused by repetitive motion.
  - 4.1.2.4 The importance of reporting symptoms and injuries to the employee.
  - 4.1.2.5 Methods used by the employer to minimize MSD.
- 4.1.3 Product Order Information
- 4.1.3.1 Products for ergonomic worksites are to be reviewed by the EHS Director or designee prior to purchase.
  - 4.1.3.2 Products recommended for purchase after an ergonomic worksite evaluation, are to be ordered through the usual purchasing procedure. Costs to be borne by the ordering department.

**Reference:** California OSHA Standard Title 8, Section 5110 Ergonomics

**Policy Originator:** Employee Health Services