MEETING: July 6, 2021

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel

RE: Adopt Countywide Ergonomic Program Policy & Procedures

RECOMMENDATION AND JUSTIFICATION:
Adopt Countywide Ergonomic Program Policy, Employee request for Ergonomic Evaluation Form, and List of Pre-Approved Ergonomic Equipment.

This Program is meant to identify and minimize musculoskeletal disorders and repetitive motion injuries (RMIs) that have the potential to arise in the course of employment with the County of Mariposa.

This Policy & its procedures promotes a pro-active approach and encourages employee notification of discomfort to ensure risk factors are identified and minimized before an injury occurs. Additionally, it offers a pro-active approach for new employees by providing ergonomic information on the Program, risk factors associated with RMIs, symptoms, and methods used by the County to minimize RMIs as part of the New Employee Orientation as well as a formal ergonomic evaluation within fourteen (14) days of their date of hire.

Implementation of the Employee Request for Ergonomic Evaluation form will provide employees with a tool to easily submit a request for ergonomic evaluation and provide the Ergonomics Program Officer with helpful information from the requester.

Implementing the policy of purchasing solely off of the list of pre-approved ergonomic equipment will minimize the risk factor exposure through appropriate design of the workplace and equipment.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
In May 2021, the County Counsel/Risk Management Office hired an Ergonomic Specialist to develop an Ergonomics Program Policy and Procedures, provide ergonomic assessment training to three County employees, and perform 20 ergonomic workstation evaluations. Training and evaluations were completed on June 1-2, 2021 and recommendations were provided the following week by the Ergonomic Specialist.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Continue to conduct business without a formal policy and procedure.
ATTACHMENTS:
Mariposa Ergo Program  (PDF)
Mariposa Ergo Request  (PDF)
Mariposa Ergo Equip     (PDF)

RESULT:     ADOPTED [UNANIMOUS]
MOVER:      Wayne Forsythe, District IV Supervisor
SECONDER:   Miles Menetrey, District V Supervisor
AYES:       Tom Sweeney, Marshall Long, Wayne Forsythe, Miles Menetrey
EXCUSED:    Rosemarie Smallcombe
COUNTY OF MARIPOSA
ERGONOMICS PROGRAM

In accordance with
CCR, TITLE 8, SECTION 5110

Enacted: 7/6/2021
EXECUTIVE SUMMARY

The Program is meant to identify and minimize musculoskeletal disorders and repetitive motion injuries that have the potential to arise in the course of employment with the County of Mariposa. The Ergonomics Program Officer is Rhonda Scherf.

Specific responsibilities are set forth in the Program in the following categories:

- County of Mariposa (as an organization) (p. 2)
- Ergonomics Program Officer (p. 2)
- Administration (p. 3)
- Employees (p. 3)

The Program is comprised of seven elements:

- Training (p. 4)
- Surveillance (p. 4)
- Evaluation (p. 4)
- Control Strategies (p. 4)
- Follow-up (p. 5)
- Communication (p. 5)
- Documentation (p. 5)
- Equipment Purchasing (p. 5)

All County of Mariposa employees are expected to participate in the Ergonomics Program. Failure to do so may result in injury and/or illness, lost time from work, reduced morale and quality of work, and/or disciplinary action in accordance with County policies.

PURPOSE

The purpose of this program is to identify repetitive motion and other ergonomics hazards at County of Mariposa and implement risk reduction methods to minimize the occurrence of such injuries and help improve the quality of life in Mariposa County through the efficient delivery of outstanding public services.

APPLICABILITY

The Ergonomics Program applies to all employees of County of Mariposa, including regular part-time and full-time employees, and contract employees who are under County of Mariposa’s direct control and supervision.

RISKS OF NON-COMPLIANCE

Failure to follow this program may result in increased injury or illness to employees, resulting in long term or permanent changes to the employees safety and health.
DEFINITIONS

Ergonomics: The study of the relationship between people, their work and their physical work environment. The major goal of ergonomics is to fit the job to the individual and promote healthy and safe work practices.

Risk Factors: Poor workplace designs can present stressors called risk factors. These risk factors may include:
- Repetition – the number of motions or movements that are performed per cycle/shift.
- Force – the power of the muscles used to produce motion in order to perform necessary activities such as lifting, grasping, pinching, pushing, etc.
- Extreme Postures – when muscles are required to work at a level near or at their maximum capacity.

Musculoskeletal Disorder (MSD): An injury or illness of the soft tissues of the upper extremity, shoulders and neck, lower back, and lower extremity that is primarily caused or exacerbated by workplace risk factors, such as sustained and repeated exertions or awkward postures and manipulations. (Examples include: tendonitis, epicondylitis, rotator cuff syndrome, low-back pain.)

Repetitive Motion Injury (RMI): Also known as repetitive stress injuries, an RMI is a type of stress injury that results from repetitive motions such as frequent bending or sustained awkward positioning performed over extended periods of time without allowing for sufficient rest. Examples of RMI are medical conditions resulting from repeated use of a body part.

ERGONOMICS PROGRAM OFFICER

Rhonda Scherf serves as the Ergonomics Program Officer and administers the responsibilities outlined within this program as applicable. The Program Officer can be reached at (209) 742-1233.

ORGANIZATIONAL RESPONSIBILITIES

1. County of Mariposa
   - Set an expectation for compliance with the program.
   - Allocate appropriate resources to implement and execute the program.
   - Ensure operating and business needs integrate the requirements of the program.
   - Integrate ergonomics principles into new or changed work designs, programs, specifications, and standards for equipment and work tasks.

2. Ergonomics Program Officer
   - Coordinates the development, implementation, and maintenance of the Ergonomics Program in accordance with the County of Mariposa Injury and Illness Prevention Program.
   - Fields requests for ergonomic evaluations.
   - Involves management in ergonomic evaluations and development of control strategies.
   - Promotes a pro-active approach and encourages employee notification of discomfort to ensure risk factors are identified and minimized before an injury occurs.
• Monitors reports of employee injury and illness to ensure risk factors are identified and minimized.
• Upon diagnosis of a repetitive motion injury, conducts an ergonomic evaluation, ensures corrective action is taken, and arranges refresher training for all employees who perform the same or similar work activities that led to the injury.
• Maintains documentation of training, evaluation results, and control strategies implemented.
• Tracks and communicates regulatory requirements for ergonomics.
• Updates the written Ergonomics Program as needed; reviewed at least annually.

3. **County of Mariposa Administration**
   - Incorporate employee participation and support of Ergonomics Program into annual performance review.
   - Encourage employees to recognize and report possible RMI symptoms for early intervention.
   - Recognize workplace conditions, work behaviors, and tasks that increase an employee’s risk of developing RMIs.
   - Initiate and participate in ergonomic evaluations and control strategy development with employees.
   - Implement ergonomics principles into work designs, programs, specifications, and standards for equipment and work tasks.
   - Ensure implementation of feasible control strategies to eliminate or minimize RMI risk factors, including modifications to work procedures and/or pace.

4. **County of Mariposa Employees**
   - Complete required training by the established deadline.
   - Use available resources to learn the causes of RMIs and methods of prevention.
   - Take personal responsibility for identifying RMI risk factors, communicating this information with supervisors, and applying control strategies to prevent RMIs.
   - Communicate ergonomics concerns to supervisor or Ergonomics Program Officer.
   - Participate in the evaluation of the work area for potential risk factors and in development and implementation of control strategies.
   - Correctly use the control strategies provided to reduce potential risk factors.
   - Promptly report any discomfort or pain associated with a work task or operation to supervisor or Ergonomics Program Officer.

**PROGRAM ELEMENTS**

1. **Training**
   Employees will be provided training as part of the New Employee Orientation required for all new hires and substitutes that includes an explanation of:
   - The *County of Mariposa* Ergonomics Program
   - Risk factors associated with RMIs
   - Symptoms and consequences of RMIs
   - The importance of promptly reporting symptoms and injuries
   - Methods used by *County of Mariposa* to minimize RMIs

2. **Monitoring**
   Gather information to determine the scope and characteristics of RMI exposures in the workplace. Indicators may include a review of:
• Reports of occupational injuries/illnesses
• Incident investigations
• Hazard assessments
• Employee reports of discomfort, fatigue, or difficulties performing tasks

3. Evaluation
A formal ergonomic evaluation will be conducted within 14 days of a new employee's date of hire. Evaluations include:
• Employee reports of discomfort or any concerns with the workstation
• Description of and amount of time spent on different work activities and job tasks, and employees work and break schedule
• Description of current workstation set-up
• Any changes made to existing equipment during the evaluation
• Summary of discussions regarding work habits/body mechanics changes
• Recommendations for workstation corrections
Evaluations may also be conducted at any time upon employee request.

4. Control Strategies
The development and implementation of control strategies include engineering controls, administrative controls and/or personal protective equipment. More than one strategy may be feasible for minimizing risk factors.
• Engineering Controls minimize risk factor exposure through appropriate design of the workplace and equipment. Examples of engineering controls include adjusting workstations, tables, chairs, and equipment; appropriate selection and use of equipment and tools, modifying the design and layout of work areas, equipment, and tools; changing the way tools and materials are stored, handled, used, and transported. Engineering Controls will be sought out as a first means of controlling risk.
• Administrative Controls minimize risk factor exposure through appropriate work practices. Examples of administrative controls may include training; developing specific work programs and practices; reducing time spent on a particular work task; adjusting work pace, tasks, or schedule; rotating tasks among several employees; varying job content, programs, or schedule to offset risk factors.
• Personal Protective Equipment (PPE) minimizes risk factors by providing a barrier between the employee and the risk factor. Examples of PPE include padding, gloves, or safety glasses. PPE shall not be used as a substitute for feasible engineering or administrative controls. Back belts, splints, or braces are NOT considered PPE and should only be used as prescribed by a licensed physician.

5. Follow-up
Conduct and document follow-up evaluations to determine effectiveness of implemented controls. If control strategies are found to be ineffective during the follow-up evaluation, then different alternatives should be considered to address risk factors.

6. Communication
Share best practices and ergonomic improvements with management for review and possible system-wide implementation. This may include:
• Indicators of program effectiveness (e.g. reduction in number of illnesses, improved productivity)
• Ergonomics improvements
7. **Documentation**
   Maintain documentation to meet the requirements of this program and Cal/OSHA regulations including:
   - Training content
   - Employee name and job title
   - Instructor’s name
   - Date of training
   - Ergonomics evaluations
   - Control strategies implemented and date of implementation
   - Follow-up evaluations and control changes

8. **Equipment Purchasing**
   The Ergonomics Program Officer will facilitate the purchasing of recommended ergonomic equipment arising out of workstation evaluations in accordance with budgets and the approved ergonomic equipment list.
Mariposa offers ergonomic evaluations in an effort to make appropriate adjustments/modifications to an employee’s workstation and equipment in order to prevent ongoing physical discomfort from occurring. Please complete this request and send to Ergonomic Program Coordinator only if you are experiencing minor discomfort from repetitive movements, have pain from a poor workstation design or want to prevent pain or discomfort caused by either. Upon request, be advised that the completion of an ergonomic evaluation may take up to two weeks.

There is no need to complete this request if one of the following pertains to you:

- If you have an open Worker’s Compensation claim related to this request, contact Human Resources at (209) 742-1379.

- If you have a disability and are requesting reasonable accommodations, contact Human Resources at (209) 742-1379.

Name:________________________________________

Department:____________________________________

Extension:_____________________________________

Reason for request

[ ] I am experiencing pain and/or discomfort

[ ] To evaluate workstation setup

[ ] My Healthcare provider recommended that I have an ergonomic evaluation

[ ] Other

_____________________________________________

_____________________________________________

Email this form to rscherf@mariposacounty.org
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<tr>
<th>MONITOR ARMS</th>
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<td>Humanscale M2 and M2.1</td>
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<tr>
<td>Humanscale M8</td>
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<td>Humanscale M8 Crossbar</td>
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<td>Workrite Poise HD</td>
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<td>Workrite Poise Dual</td>
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<td>Omniview Monitor Arm – Varidesk</td>
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<tr>
<th>SIT/STAND MONITOR ARMS</th>
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<tr>
<td>Solace Stealth SOLACE STEALTH – SINGLE MONITOR SOL-ST-SA-M6W-17N-S SOLACE STEALTH, SINGLE MONITOR, METRO 6 PLATFORM, 17” TRACK</td>
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<td>SOL-ST-SA-M6W-22N-S SOLACE STEALTH, SINGLE MONITOR, METRO 6 PLATFORM, 22” TRACK</td>
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<td>Humanscale Quick Stand Lite (includes keyboard tray)</td>
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<td>LX Sit/Stand Monitor Arm</td>
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<th>KEYBOARD TRAYS</th>
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<td>Humanscale 2G System with 900 Board and Swivel Mouse or Clip Mouse</td>
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<td>Humanscale 6G System with 900 Board and Swivel Mouse or Clip Mouse</td>
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<td>Workrite Banana Board System</td>
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SIT/STAND COMPATIBLE KEYBOARD TRAYS

Workrite Pinnacle AD Extended Range Arm with Banana Board or Advantage

CORNER SLEEVE

Humanscale DE200 up to 1.5 inch or DE250 1.5 inch to 2.5 inch Corner Sleeve Solution

CHAIRS

- Humanscale Freedom Task
- Humanscale Liberty

BIG & TALL

- Neutral Posture BTC Series
- Logic Plus+
- Smart Plus+

PETITE

- Neutral Posture 5000 Series
- J756 Ergogenesis
- Paramount PT69
- Liberty Task Chair

LUMBAR SUPPORT

Herman Miller

One bump is an "A" size, two bumps a "B" size, and three bumps organized in a triangle is a "C" size.

MOUSE

RollerMouse Free2 by Contour Designs
RollerMouse Pro2 by Contour Designs
OysterMouse by Ergoption
Pro Click Mouse

FOOTRESTS

Angle by Workrite
Contoured and Extra Wide Footrest by 3M
Adjustable Footrest by 3M
Foot Rocker

DOCUMENT HOLDERS

Vu Ryte DC Series by Vu Ryte
Fellowes Desktop Copyholder by Fellows
MultiRite Standard/Medium Writing Platform
Humanscale Copy Stand

MONITOR RISERS

Amazon Basics Adjustable Monitor Riser

LIGHTING

Fully Lumen LED Task Light
Pixie LED Task Light
Element Vision Task Light

GRIPS

Flip a Grip

HEADSETS

Plantronics CS540 and HL 10 Lifter