

**Regulation 4257.2: Ergonomics**

**Status:** ADOPTED

**Original Adopted Date:** 10/01/1997 | **Last Revised Date:**  
07/01/2018 | **Last Reviewed Date:** 07/01/2018

The Superintendent or designee shall implement an ergonomics program to identify risk factors in the work environment that may result in injuries or illnesses to employees and shall design measures to mitigate such risk factors. The program shall include a study of body movements and positions used during work, the tools and equipment used, the physical environment (such as temperature, noise, and lighting), and the organizational environment (such as deadlines, teamwork, and supervision) in order to identify potential causes of stress on the body over time, such as exertion or strain, awkward or sustained posture, or repeated motions.

An employee who experiences pain, numbness, stiffness, swelling, tingling, weakness, or other symptom(s) of a repetitive motion injury (RMI) or other musculoskeletal disorder that may be caused or aggravated by workplace conditions shall report the problem to his/her supervisor.

When an RMI which is objectively identified and diagnosed by a licensed physician to be a musculoskeletal injury has been reported by two or more district employees within a 12-month period, and is determined to be predominantly caused by a repetitive job, process, or operation of an identical work activity, the Superintendent or designee shall: (8 CCR 5110)

1. Evaluate each job, process, or operation of identical work activity at the work site, or a representative number of such jobs, processes, or operations of identical work activities, for exposures which have caused RMIs
2. Correct in a timely manner, or minimize to the extent feasible if correction is not possible, any exposures that have caused RMIs, taking into consideration engineering controls such as work station redesign, adjustable fixtures, or tool redesign, and administrative controls such as job rotation, work pacing, or work breaks
3. Provide staff training that includes an explanation of:

- 
1. The district's ergonomics program
  2. The exposures that have been associated with RMIs
  3. The symptoms and consequences of injuries caused by repetitive motion
  4. The importance of reporting symptoms and injuries to the district
  5. Methods used by the district to minimize RMIs
- 

Strategies adopted for identifying and correcting workplace conditions or practices that may increase employees' risk of RMIs may be incorporated into the district's injury and illness prevention program developed pursuant to Labor Code 6401.7 and 8 CCR 3203.

---

---

**State**

8 CCR 3203  
8 CCR 5110  
Ed. Code 44984  
Ed. Code 45192  
Gov. Code 21153  
Lab. Code 142.3  
Lab. Code 3200-4856  
Lab. Code 3550-3553  
Lab. Code 3600-3605  
Lab. Code 3760  
Lab. Code 4600  
Lab. Code 4906  
Lab. Code 5400-5404  
Lab. Code 6303  
Lab. Code 6305  
Lab. Code 6310  
Lab. Code 6357  
Lab. Code 6401.7  
Lab. Code 6409.1

**Management Resources**

DIR, Div. of Occup. Safety & Health  
Publication  
DIR, Div. of Occup. Safety & Health  
Publication  
Website  
Website

**Description**

Injury and illness prevention program  
Repetitive motion injuries  
Required rules for industrial accident and illness leave  
Industrial accident and illness leave for classified employees  
Employer not to separate for disability members eligible to retire  
Authority of Cal/OSHA to adopt standards  
Workers' compensation  
Notifications: Workers' compensation benefits  
Conditions of liability  
Report of injury to insurer  
Provision of medical and hospital treatment by employer  
Disclosures and statements  
Notice of injury or death  
Place of employment; employment  
Occupational safety and health standards; special order  
Retaliation for filing complaint prohibited  
Standards for workplace ergonomics  
Injury and illness prevention program  
Reports

**Description**

Ergonomic Hazards, Fact Sheet H  
  
Guide to Developing Your Workplace Injury and Illness  
Prevention Program, rev. May 2011  
CSBA District and County Office of Education Legal Services  
California Department of Industrial Relations, Occupational  
Safety and Health

**Code**

4113.5  
4157  
4157  
4157.1  
4161.11  
4213.5  
4257  
4257  
4257.1  
4261.11  
4313.5  
4357  
4357  
4357.1  
4361.11

**Description**

Working Remotely  
Employee Safety  
Employee Safety  
Work-Related Injuries  
Industrial Accident/Illness Leave  
Working Remotely  
Employee Safety  
Employee Safety  
Work-Related Injuries  
Industrial Accident/Illness Leave  
Working Remotely  
Employee Safety  
Employee Safety  
Work-Related Injuries  
Industrial Accident/Illness Leave