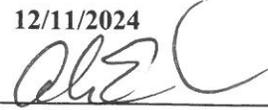
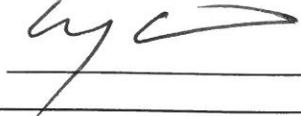


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| Scotts Valley Fire Protection SVFPD |  |
| POLICY: 1205 | SUBJECT: Ergonomic Safety Plan |
| DATE APPROVED: 12/11/2024 | |
| BOARD PRESIDENT:  | FIRE CHIEF:  |

The Scotts Valley Fire Protection District (SVFPD) is committed to providing a safe and healthy workplace for all staff by identifying and mitigating ergonomic risks. This policy outlines the responsibilities, processes, and control measures for managing ergonomic safety in the workplace.

The ergonomic safety plan includes the following elements:

| | |
|----------------------|-------------------------------------|
| Scope | Reporting and Recordkeeping |
| Responsibility | Hazard Control Measures |
| Definitions | Medical Management – Return to Work |
| Worksite Evaluations | Training |
| Job Hazard Analysis | |

Scope

This policy applies to all SVFPD personnel.

Responsibility

The SVFPD's Safety Officer is responsible for the implementation and maintenance of the ergonomic safety plan.

The SVFPD may enlist the services of an ergonomic specialist as needed to perform worksite evaluations and recommend effective control measures.

Managers and Supervisors will provide adequate resources and encourage the identification and control of ergonomic risk factors.

All employees are responsible for identifying ergonomic risks in their work areas, providing input during evaluations, and following recommended control measures.

Definitions

Ergometry – the science of measuring the physical work being done by the body, usually during exertion.

Ergonomics - design and arrangement of the things that people use so that people and things interact safely and efficiently.

Muscular Skeletal Disorder (MSD) - is a soft-tissue injury caused by sudden or sustained exposure to repetitive motion, force, vibration, and awkward positions.

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Cumulative Trauma Disorder (CTD) - is an injury to part of the musculoskeletal or nervous system caused by repetitive use, vibrations, compression or long periods in a fixed position.

Repetitive Stress Injury (RSI) – is a term used to describe damage and pain caused by repetitive movement or overuse impacting muscles, nerves, ligaments, and tendons.

Repetitive Motion Disorder (RMD) – is a muscular condition resulting from repetitive motions performed in the course of normal work or daily activities and include carpal tunnel syndrome, bursitis, tendonitis, ganglion cyst and trigger finger.

Worksite Evaluation

Any employee may request an ergonomic evaluation of their work area(s) or work processes. The SVFPD’s Safety Officer will perform the evaluation and provide a written report that includes recommendations to reduce and/or eliminate ergonomic risk factors. The employee will provide input directly to the Safety Officer and be present for the evaluation.

The employee and supervisor will review the report and determine the recommendations to implement.

The employee is responsible for using equipment correctly and performing tasks as outlined in the evaluation.

Job Hazard Analysis

A job hazard analysis (JHA) may be performed to identify high-risk jobs. To assist in this process, the Job Hazard Analysis form found in attachment A may be used. The JHA consists of four steps:

1. Break the job down into its various steps,
2. Identify risk factors associated with each step,
3. Recommend hazard control measures to reduce/eliminate the risk factors, and
4. Follow up on any changes made.

High-risk jobs/tasks are evaluated for the following risk factors:

Awkward postures

- Neck: Looking upward, backward, and sideways
- Shoulders/Arms: Overreaching - forward, backward, over shoulders, and across the body
- Elbow/Forearms: Rotating forearm palm up and palm down, and raising elbows
- Wrists/Hands: Bending hand forward, backward, spreading fingers, and using power grip
- Upper and Lower Back: Bending forward and backward at the hips, bending sideways and twisting
- Legs/Knees: Standing on one leg, kneeling, and squatting
- Repetitive motion: number of movements per – wrenches, screwdrivers, pike pole/trash hook

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- Forceful exertion: Lifting patients, using wrenches, screwdrivers, and firefighting tools
- Contact stress: Compression of any part of the body that decreases blood flow and compresses tendons, muscles, and ligaments such as kneeling on floor, resting on edge of vehicle when working under the hood, compressing and extending hands when using a computer
- Vibration: Using power tools or driving vehicles
- Other factors: Such as exposure to lighting and temperature

Employees familiar with the job should be interviewed and participate in analysis of the tasks. This approach results in practical recommendations with a high level of acceptance by employees performing the work.

Hazard Engineering Control Measures

Engineering controls are the preferred methods for controlling ergonomic hazards. Engineering controls encompass the redesigning of the workplace and the elimination of the risk factors or hazards. Examples of engineering controls include:

- Restructure tasks to eliminate/reduce risk (reduce required movement, travel distance, or weight).
- Provide adequate space for required task motions.
- Select adjustable equipment and train employees to use it properly.
- Purchase equipment/tools to eliminate or reduce the exposure such as properly designed tools, carts, tables, adjustable keyboard trays, chairs, footstools and anti-fatigue mats.

Administrative controls are workplace procedures and practices that minimize the exposure of workers to risk conditions. Administrative controls are considered less effective than engineering controls in that they do not usually eliminate the hazard. Examples of administrative controls include:

- Provide adequate alternative work breaks to relieve fatigued muscle-tendon groups.
- Increase the number of employees assigned to a particular task.
- Establish job/task rotation to minimize the exposure.
- Implement a preventative maintenance schedule to ensure equipment is in proper working order.
- Implement a housekeeping schedule to minimize ergonomic and safety hazards.
- Provide training for employees in proper work techniques; body mechanics, lifting, proper use of lifting equipment, proper workstation set-up, maintenance, and use of equipment, etc.
- Monitor work practices and reinforce safe work practices and procedures.

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Personal protective equipment (PPE) requires an employee to use equipment to prevent exposure to the ergonomic risk factor/hazard and is considered the least effective control measure. Refer to SVFPD’s Standard Operation Procedures on Protective Clothing Requirements. Examples of PPE include:

- Utility and firefighting gloves
- Gloves that protect the hands from cuts
- Clothes/gloves that protect against the cold and heat
- Firefighting or other comfortable footwear that provide protection against hazards

Medical Management and Early Return-to-Work

In the event of a work-related injury or illness, employees should refer to SVFPD’s Standard Operating Procedures on Reporting Work Related Injuries for the appropriate procedures regarding medical care and treatment. Refer to SVFPD’s Standard Operating Procedures on Fitness for Duty and Return to Work for return-to-work protocols.

Training

Ergonomic awareness training will be provided during onboarding and periodically thereafter. Refresher training will be provided when ergonomic issues are identified. Safe Practice Guidelines for office and field ergonomics are available for review.

General awareness training will cover the following topics:

- Ergonomics Safety Plan
- Risk factors associated with MSDs
- Symptoms and consequences of injuries caused by MSDs
- Importance of early reporting symptoms of MSDs to supervisor
- Awareness of safe work methods and techniques such as stretch breaks, proper use of assistive devices to minimize risk factors

Reporting, Recordkeeping and Access

Employees will report work related symptoms associated with MSDs verbally or by email to their supervisor or manager.

Supervisors and Managers will notify the SVFPD Safety Officer when a request for an evaluation, modification, or accommodation is made and will ensure appropriate action is taken.

The SVFPD will maintain accurate records related to the Ergonomics Safety Plan in compliance with the Policy 1403 Injury and Illness Prevention and the SVFPD’s Records Retention Schedule.

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Attachment A:

Job Hazard Analysis Form

Job Title Being Evaluated:

| | | |
|-------|------------|---------------|
| Date: | Work Task: | Completed By: |
|-------|------------|---------------|

| Activity or Description | Notable Hazards | Corrective Action |
|-------------------------|-----------------|-------------------|
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| | | |

Signature

Date