



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

**Administrative  
Regulation:**

**#4157.2  
4257.2  
4357.2**

**Section: 4000**

**Personnel**

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### **ERGONOMICS**

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.

*(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)*

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:
  - a. The district's ergonomics program
  - b. The exposures that have been associated with RMIs
  - c. The symptoms and consequences of injuries caused by repetitive motion
  - d. The importance of reporting symptoms and injuries to the district
  - e. 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.

*(cf. 4157/4257/4357 - Employee Safety)*

#### *Legal Reference:*

##### *EDUCATION CODE*

*44984 Industrial accident and illness leaves, certificated employees*

*45192 Industrial accident and illness leaves, classified employees*

##### *GOVERNMENT CODE*

*21153 Employer not to separate for disability members eligible to retire*

##### *LABOR CODE*

*142.3 Adoption, amendment or repeal of standards and orders*

*3200-4855 Workers' compensation, especially:*

Regulation Approved: EAC-2/28/08; SAC-3/6/08; Cabinet-02/25/19; Reviewed 3/2023-No Changes



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3550-3553 *Employee notice*  
3600-3605 *Conditions of liability*  
3760 *Report of injury to insurer*  
4600 *Provision of medical and hospital treatment by employer*  
4906 *Disclosures and statements*  
5400-5404 *Notice of injury or death*  
6303 *Place of employment; employment*  
6305 *Occupational safety and health standards; special orders*  
6310 *Retaliation for filing complaint prohibited*  
6357 *Standards for workplace ergonomics*  
6401.7 *Injury prevention programs*  
6409.1 *Reports*  
CODE OF REGULATIONS, TITLE 8  
3203 *Injury and Illness Prevention Program*  
5110 *Repetitive motion injuries*

*Management Resources:*

*CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF OCCUPATIONAL SAFETY AND HEALTH PUBLICATIONS*

*Ergonomic Hazards, Fact Sheet H*

*Guide to Developing Your Workplace Injury and Illness Prevention Program, rev. May 2011*

*WEB SITES*

*California Department of Industrial Relations, Division of Occupational Safety and Health: <http://www.dir.ca.gov/dosh>*