



City of Pittsburgh
Ergonomics Program

PURPOSE

To define repetitive motion exposures and outline the policy and action steps designed to be in compliance with the Repetitive Motion Injury regulations of Title 8 of the California Code of Regulations.

POLICY

It is the City's interest to reduce or minimize the effects that repetitive motion and musculoskeletal injuries have on the safety and well being of our employees. Therefore, it is necessary for all departments with repetitive motion exposures to fully implement an Ergonomics Program. Further, in order to minimize the effects of such injuries, all employees must promptly report signs or symptoms of repetitive motion and/or musculoskeletal disorders to their supervisor.

REPETITIVE MOTION INJURY EXPOSURES DEFINED

1. A repetitive job, process, or operation at a City workplace, which has predominantly caused more than one Repetitive Motion Injury (RMI) or Musculoskeletal Disorder (MSD).
2. The employees incurring the RMIs were performing a job process, or operation of identical work activity. Identical work activity means that the employees were performing the same repetitive motion task, such as but not limited to word processing, assembly or loading.
3. The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed; and
4. The RMIs were reported per procedures to Municipal Pooling Authority (Risk Management).

PROGRAM

The City will do the following in order to prevent or reduce the severity of RMIs and MSDs:

1. Worksite evaluations will be conducted of employees workstations or work

activities either when requested through a Department Director or upon notice to Risk Management that the employee has a RMI. Risk Management will facilitate conducting worksite evaluations to the extent feasible. Exposures that have caused RMIs shall, in a timely manner, be corrected or if not capable of being corrected, have the exposures minimized to a reasonable extent.

2. Consideration will be provided for engineering controls such as workstation redesign, adjustable fixtures or tool redesign, and administrative controls such as job rotation, work pacing or work stretching breaks.
3. Provide employees with information and training through the citywide Injury and Illness Prevention Program, which includes an explanation of:
 - The City's Ergonomic Program;
 - The exposures which have been associated with RMIs and MSDs;
 - The symptoms and consequences of injuries caused by repetitive motion;
 - The importance of reporting symptoms and injuries;
 - Methods used by the City to minimize RMIs.

RMI AND MSD REPORTING PROCEDURES

Employees who believe they have signs or symptoms of a repetitive motion injury or musculoskeletal disorder must report this to their supervisor the day they become aware of the symptoms. Employees shall make this report whether or not they seek medical attention for their symptoms.

Supervisors shall provide employees with the Minor Incident Report form or facilitate a call to RN First Call to document their symptoms, and shall follow all established procedures for reporting injuries.