

# ***Warren-Newport Public Library District***

## **Staff Manual**

### **524 Ergonomics**

Effective Date: 08/09/2006

Revision Date: 08/08/2006; 02/08/2013

The Warren-Newport Public Library District (WNPL) has developed an ergonomics program to minimize repetitive motion injuries (RMIs) in the workplace. The primary elements of the ergonomics program include: (1) worksite evaluations, (2) control of exposures that may have caused RMIs, and (3) ergonomics training of employees. The ergonomics program also focuses on educating employees on their personal responsibility to ensure good work habits (such as posture and body mechanics) and adequate fitness for work.

RMIs are musculoskeletal injuries, identified and diagnosed by a licensed physician, that can result from a job, process, or operation where employees perform the same repetitive motion tasks. Examples of repetitive motion tasks include, but are not limited to, sustained computer keyboard and mouse usage; assembling materials and products; or lifting, carrying, and loading objects.

When more than one RMI has been reported at WNPLD within a 12-month period that results from a job, process, or operation of identical work activity, a worksite evaluation will be conducted by the administration in consultation with the insurance company or other ergonomic specialist as appropriate. The evaluation identifies potential exposures that may have caused RMIs and determines the methods WNPLD will use to control or minimize them. Affected employees will be informed of the potential exposures and trained in the control measures.

Every reasonable effort will be made to correct exposures in a timely manner that may have caused RMIs or, if the exposure is not capable of being corrected, to minimize it to the extent feasible. In determining how to correct or minimize exposures, WNPLD will consider reasonable, cost-effective engineering or administrative controls.

Employees are provided with training that includes an explanation of the ergonomics program, exposures that have been associated with RMIs, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms and injuries, and the methods used to minimize RMIs.

All employees are encouraged to immediately report to the Executive Director all suspected RMIs, RMI symptoms, or other ergonomic concerns. All employees are required to report to the Executive Director all workplace RMIs as soon as possible after they have been identified and diagnosed by a licensed physician.