



Chaffey College

# Ergonomic Safety Plan

8 Cal. Code Regs. § 3203 and 5110

Revised 4/28/2026

**Chaffey Community College District**

The Office of Risk Management

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## Ergonomic Safety Plan Revision Log

Date	Revised By	Approved By	Action Taken		Comments
			Review*	Update**	
4/28/2026	Nicole Leonard	Lisa Bailey	X	X	Updates based on rules/regulations.

*\*Review: Editing for grammatical or formatting errors and/or other small changes.*

*\*\*Update: Editing for changes in content. A comment is required for updates.*

## Table of Contents

1. PURPOSE.....	1
2. SCOPE.....	1
3. DEFINITIONS.....	1
4. RESPONSIBILITY.....	2
Risk Management.....	2
Managers/Supervisors.....	2
Employees.....	2
5. PROGRAM ELEMENTS.....	3
Training and Recordkeeping.....	3
Identification of Workstation and Work Areas Hazards.....	3
Hazard Reporting.....	3
Workstation Evaluations.....	3
Equipment Procurement.....	4
Injury Reporting.....	4

## 1. PURPOSE

The Chaffey Community College District is committed to maintaining a safe and healthy environment for all employees. The Ergonomic Safety Plan (ESP) aids in controlling the risk of occurrences of ergonomic injury, including repetitive motion injuries and musculoskeletal disorders, by reducing and/or eliminating the risk factors associated with these injuries.

This Plan enables the District to meet the requirements of the California Code of Regulations Title 8 §3203 (“Injury and Illness Prevention Program”) and §5110 (“Repetitive Motion Injuries”).

## 2. SCOPE

The Ergonomic Safety Plan applies to all District employees who have potential for repetitive motion injuries as defined by the California Code of Regulations Title 8 §5110.

## 3. DEFINITIONS

**Administrative Control:** A method to limit exposure to a hazard by adjustment of work procedures, practices, or schedules. Workplace procedures that reduce exposures to ergonomic risk factors. This may include a rotation of job assignments.

**Cumulative Trauma Disorders (CTDs):** A term that includes any injury that results from the cumulative effect of repeated stress on a particular body part, often due to repetitive motion, overexertion, or awkward postures. May be referred to generically as an “ergonomic injury.”

**Engineering Control:** A method of control or a device that removes or reduces hazardous conditions or creates a barrier between the employee and the hazard. Physical changes made to workstations, tools, and/or machinery that minimize repetitive motion injuries.

**Ergonomics:** The science of designing and arranging workspaces, tools, and tasks to fit the employees’ physical capabilities, thereby reducing the risk of injury and improving efficiency and comfort.

**Ergonomic Assessment:** An ergonomic assessment is a process used to evaluate the risk of injury due to physical risk factors of the employee’s workstation/area. Once risk factors are accurately identified and the root cause determined, steps should be taken to systematically improve the work environment for the employee. Assessments are not limited to traditional desks/workstations, and may include workshop tables, handheld power-tool use, and large-scale equipment.

**Force:** The physical effort required to perform a task. High force levels can lead to strain and injury, especially when combined with repetitive motions or non-ergonomic postures.

**Musculoskeletal Disorders (MSDs):** Injuries or disorders affecting the muscles, nerves, tendons, ligaments, joints, cartilage, bones, or spinal discs, often caused or exacerbated by repetitive motion, overexertion, or poor ergonomics in the workplace. May be referred to generically as an “ergonomic injury.”

**Repetitive Motion Injury (RMI):** A type of stress injury that results from repetitive motions such as frequent bending or sustained awkward positioning performed over extended periods of time without allowing for sufficient rest. May be referred to generically as an “ergonomic injury.”

**Risk Factors:** Stressors that result from workstation setups and/or designs which are not adequately ergonomic for the user. This includes repetitive movements, excessive force, and non-ergonomic posture.

**Workstation/Work Area:** The arrangement of the equipment, tools, and furniture that an employee uses while performing their tasks. An ergonomically designed workstation minimizes strain and discomfort.

## 4. RESPONSIBILITY

### Risk Management

- Conduct ergonomic assessments District-wide as requested.
- Evaluate individual and departmental workstations after an injury has occurred.
- Provide consultative ergonomic assistance to departments, as requested.
- Collaborate with the appropriate Managers/Supervisors to ensure employees follow mandated safety and health procedures.
- Facilitate or coordinate ergonomic training and education for all District employees.
- Maintain applicable training records.
- Review and update the Ergonomic Safety Plan regularly to ensure program is in compliance with state and federal regulations.

### Managers/Supervisors

- Promote a safe and healthy work environment.
- Be aware of ergonomic hazards their employees may encounter.
- Promptly report all employee injuries and complaints regarding ergonomics to Risk Management.
- Allow ergonomic workstation evaluations with Risk Management.
- Apply recommended changes as appropriate that result from ergonomic assessments.
- Ensure that initial and periodic training is provided to, and completed by, employees under their supervision.
- Ensure that the requirements in this Plan are followed.
- Consult with Risk Management for further assistance and recommendations.

### Employees

- Comply with the provisions of this Plan and with related training modules and/or sessions.
- Complete all assigned trainings related to ergonomics.
- Immediately report any observed hazardous working conditions related to ergonomics to their manager/supervisor.

- Conduct ergonomic self-assessments of their own workstation(s).
- Request ergonomic assessments in collaboration with their manager from Risk Management.
- Report signs or symptoms of ergonomic injury to their manager as early as possible to facilitate proactive interventions and/or prompt medical treatment.

## **5. PROGRAM ELEMENTS**

### **Training and Recordkeeping**

Online training is assigned through VectorSolutions to all employees with risk of ergonomic injury or as assigned by their manager/supervisor. Additional resources are available on the Chaffey College Risk Management website at [www.chaffey.edu/risk-management](http://www.chaffey.edu/risk-management).

All training completion data is maintained in VectorSolutions by the Office of Risk Management.

### **Identification of Workstation and Work Areas Hazards**

Managers/supervisors should review employees' duties upon hire, when duties change, or when workflow modifications occur to identify potential ergonomic hazards.

Employees must promptly report any ergonomic hazards, symptoms, or concerns to their manager/supervisor.

Upon identification or report of a hazard, contact the Office of Risk Management to request a workstation evaluation.

### **Hazard Reporting**

Any and all observed hazardous working conditions, related to ergonomics or otherwise, must be immediately reported to a manager/supervisor. They may also be reported on the Chaffey College website at <https://www.chaffey.edu/police/hazardous.php> or reported directly to Risk Management by emailing [risk.management@chaffey.edu](mailto:risk.management@chaffey.edu).

### **Workstation Evaluations**

Ergonomic assessments are scheduled upon request by emailing [risk.management@chaffey.edu](mailto:risk.management@chaffey.edu). Online ergonomics training may be assigned prior to an in-person workstation evaluation.

An ergonomic assessment report will be provided to the employee and the employee's manager/supervisor, who will be responsible for implementing any recommended corrective actions. The employee will be responsible for using equipment correctly and performing tasks as outlined in the ergonomic assessment report. Follow-up workstation evaluations may be requested if necessary to measure the effectiveness and/or implementation status of the recommendation(s).

Ergonomic assessments are not conducted for workstations located outside of District campuses, properties, or the properties of affiliated partners, including workstations located in private

residences. Additional resources related to self-assessment for workstations can be found on the Chaffey College Risk Management website at [www.chaffey.edu/risk-management](http://www.chaffey.edu/risk-management).

### **Equipment Procurement**

Departments are encouraged to purchase office supplies (e.g. replacement keyboards, mice, chairs, and wrist rests) as needed when no ergonomic concerns are present. Purchasing Services and the District's [Furniture, Fixtures, and equipment \(FF&E\) standards](#) should be consulted prior to furniture purchases.

Ergonomic assessments conducted by Risk Management may result in specific equipment recommendations for review by the employee's department. Purchasing this equipment is the responsibility of the employee's department.

### **Injury Reporting**

Employees who experience an occupational ergonomic injury should immediately report the injury to their manager/supervisor and call [Company Nurse](#) at 1-888-375-0280.