

**Ergonomics Program (Repetitive Motion Injuries)****Title 8 - California Code of Regulations, Section 5110**

Item	Program Elements	Compliance	Best Practices
1	Develop program	X	
2	Provide New Employee Orientation - Introduce program to new employees	X	
3	Provide training/refreshers - General training for office setting and telework for all employees	X	
4	Provide training/refreshers - Proper lifting	X	
5	Establish method/procedure for supervisors/employees to report injuries and/or request evaluations	X	
6	Provide equipment to employees	X	
7	Establish a standard ergonomic assessment method	X	
8	Conduct follow-ups after receiving all equipment	X	
	<b>Program Enhancement</b>		
9	Provide an assessment within 90 days of employment or prevention		X
10	Develop a self-assessment method		X
11	Use a checklist for assessment		X
12	Develop equipment list		X
13	Develop Loaner program (employee testing equipment before purchase)		X
14	Develop Share program (unused equipment are collected to be shared)		X
15	Develop procedures to transfer equipment (internal or external)		X
16	Provide training - Advance training for office setting for supervisors		X
17	Develop website with repetitive motion injuries information available		X
18	Provide break software		X
19	Develop a central database to collect all information from cradle to grave		X
20	Establish an Ergonomic Committee		X
21	Develop chairs replacement plan		X
22	Develop injuries data (for non-WC and WC)		X
23	Allocate budget for ergonomics equipment purchased		X