This Risk Management Memo provides information on the campus Ergonomics Program designed to prevent or minimize work related repetitive motion injury (RMI).

**Background**

Repetitive Motion injuries (RMIs) are caused by repeated motions, excessive force, vibration, awkward positions and over exertion. The arms and hands are especially vulnerable. Disorders caused by RMIs can involve nerves, blood vessels or tendons. Carpal tunnel syndrome and tendinitis are two of the most common repetitive motion injuries. The number of workplace RMIs continue to rise contributing to increased worker’ compensations costs to the university as well as an increase in the loss of time by employees which delays the accomplishment of University goals and objectives. To help prevent or minimize RMIs, the university has developed a comprehensive Ergonomics Program.

**Campus Ergonomics Program**

**Purpose** - to prevent or minimize work related repetitive motion injury (RMI)

**Objectives**

1) To control exposures which have caused or may cause RMIs

2) To provide information and training to employees at risk for repetitive motion injury.

**Elements**

1) **Training**

   Training will be conducted by Safety and Risk Management. Training shall include an explanation of:
   a. the University Program
   b. the exposures which 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 university; and
   e. methods used by the university to minimize RMIs

**Participation in a training session is required before a worksite evaluation will be conducted.**

2) **Worksite Evaluation**

   Worksite evaluations will be conducted by Safety and Risk Management at the request of an appropriate administrator or when an RMI has occurred under the following conditions:
   a. the repetitive motion injury was objectively diagnosed by a licensed physician and was predominantly caused (i.e., 50% or more) by a work related task, process or operation; and
   b. the RMI was reported to the university after July 3, 1997

   Worksite evaluation shall include:
   a. work space layout
   b. VDT terminal
   c. lighting
   d. work posture
   e. work habits
3)Written Report
A written report will be sent to the appropriate administrator and the employee whose worksite has been evaluated. The report will include recommendations for engineering and/or administrative controls that can be implemented, to the extent possible, to correct or minimize exposures.

Procedures

Appropriate administrators should direct their request for worksite evaluation(s) via memo or e-mail to Paula Christie, Associate Director Loss Control/pchristi@csulb.edu.

FORMS: NA