



Ergonomic Safety Plan

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San Bernardino Community College District
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Policy Statement

The San Bernardino Community College District (SBCCD) is committed to maintaining a safe and healthy environment for all employees. The SBCCD has developed this Ergonomic Safety Plan (ESP) to aid 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 SBCCD to meet the requirements of the California Ergonomics Standard, California Code of Regulations, Title 8, Chapter 4, Sections 3203 and 5110.

Authority

California Code of Regulations, Title 8, Sections 3203 and 5110.

Scope

This plan applies to all SBCCD employees working in indoor/outdoor places of employment and/or conducting activities that are associated with repetitive motion injuries as defined by Title 8 of the California Code of Regulations, Section 5110.

Definitions

Administrative Control: means 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.

Engineering Control: means 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.

Ergonomic Injury: A term used to capture:

- **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.
- **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.
- **Repetitive Motion Injury (RMI):** An RMI is 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.

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.

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.

Roles and Responsibilities

Campus Leadership

It is the responsibility of the Campus President and the Vice President of Administrative Services (Campus Site Safety Officer) to ensure compliance of the ESP at their respective campus. This includes:

1. Overall implementation and maintenance of the ESP.
2. Evaluation of resource needs for equipment purchases related to assessment recommendations, and overall effective implementation of the ESP.
3. Ensuring campus leadership and managers are aware of ergonomic resources available to them and their employees.
4. Distribution of this ESP to the campus community, including administrators, managers, and academic deans.
5. Ensuring that all affected employees complete associated trainings as required.

Safety & Risk Management (S&RM) Department

It is the responsibility of the Vice Chancellor of Human Resources, Payroll, Police Services, and Health and Safety Administration and the Emergency, Compliance, Risk & Safety Administrator (Program Administrator) to ensure compliance of the ESP. This includes:

1. Conducting ergonomic assessments District-wide as requested.
2. Conducting accident and injury investigation in collaboration with the Office of Human Resources, and/or initiating hazard mitigation, while coordinating with the appropriate Program Administrator.
3. Collaborating with the appropriate Program Administrator and managers to ensure employees follow mandated safety and health procedures.
4. Facilitating or coordinating training for all SBCCD employees, ensuring managers are familiar with the health and safety hazards to which employees under their immediate direction may be exposed, as well as applicable laws, regulations, and SBCCD safety rules and policies.
5. Maintain applicable training records.
6. Monitoring compliance with the California Code of Regulations, Title 8 (CCR T8).

Managers

It is the responsibility of all managers to:

1. Arrange for ergonomic workstation evaluations with S&RM.
2. Apply recommended changes as appropriate that result from S&RM ergonomic assessments.
3. Ensure that initial and periodic training is provided to, and completed by, employees under their supervision.
4. Be aware of ergonomic hazards their employees may encounter.
5. Ensure that the requirements in this program are followed.

Employees

It is the responsibility of all employees to:

1. Comply with the provisions of this plan and in related training modules and/or sessions.
2. Complete all assigned trainings related to ergonomics.
3. Immediately report any observed hazardous working conditions related to ergonomics to their manager.
4. Conduct ergonomic self-assessments of their own workstation(s).
5. Request ergonomic assessments in collaboration with their manager from S&RM.
6. Report signs or symptoms of ergonomic injury to their manager as early as possible to facilitate proactive interventions and/or prompt medical treatment.

Program Elements

Training and Record Keeping

Online training is assigned through NeoEd to all employees with risk of ergonomic injury as identified in their associated job description and/or job hazard assessment. Additional resources are available on the [S&RM website](#).

All training completion data is maintained in NeoEd by the Office of Human Resources.

Identification of Workstation and Work Areas Hazards

SBCCD job descriptions and associated job hazard assessments will indicate currently identified ergonomic hazards and how to mitigate the associated risks. Managers should review their employees' duties upon hire, as duties change, or when duties are affected by workflow modifications and determine if any ergonomic hazards are present. Managers should promptly contact S&RM and/or the Office of Human Resources should they feel their employees' job hazard assessment needs to be modified.

Hazard Reporting

Any and all observed hazardous working conditions, related to ergonomics or otherwise, must be immediately reported to a manager or reported directly to S&RM by emailing EHS@sbccd.edu.

Workstation Evaluations

Ergonomic assessments are scheduled upon request. Completion of NeoEd ergonomics training and of the [ergonomic self-assessment](#) is required prior to an in-person workstation evaluation. Managers shall notify S&RM (EHS@sbccd.edu) upon receipt of a request for an ergonomic evaluation, modification, or accommodation. The [Request for Ergonomic Assessment form](#) shall be submitted at the time of request.

The employee's manager will be responsible for implementing any recommended corrective actions. The employee will be informed by their manager of any recommended solutions to identified risks. The employee will be responsible for using equipment correctly and performing tasks as outlined in the ergonomic assessment report. The employee's manager must contact S&RM if a follow-up workstation evaluation is necessary to measure the effectiveness and/or implementation status of the recommendation(s).

Ergonomic assessments are not conducted for remote workstations located outside of SBCCD properties or the properties of SBCCD affiliated partners, including workstations located in private residences. Additional resources related to self-assessment for remote workstations can be found on the [S&RM website](#).

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. Facilities should be consulted prior to furniture purchases.

Ergonomic assessments conducted by S&RM 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. Managers who receive a report of injury should immediately notify the Office of Human Resources and S&RM. The process for filing an [occupational injury or illness](#) is available on the District's website.