

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE APPROVED: 12/20/2024	MANUAL	POLICY NO. 2245
APPROVED BY: Board of Directors	POLICY TITLE Ergonomics	Pages 1-2

PURPOSE OF POLICY

It is the policy of Union Public Utility District to foster a safe and healthy work environment for all employees. To ensure workplace safety, UPUD encourages proper work practices and requires all employees to follow established safety instructions and guidelines. This includes adhering to ergonomic standards aimed at minimizing the risk of workplace injuries.

The primary goal of this policy is to reduce exposure to ergonomic hazards by implementing appropriate modifications to equipment, work processes, and employee training. Through these efforts, we aim to prevent and mitigate repetitive motion injuries and other work-related musculoskeletal disorders.

POLICY GUIDELINES

The policy applies to regular full- and part-time employees who are on leave as a result of injury or illness or who are receiving workers' compensation benefits.

1. **Workplace Assessments:**
 - UPUD will conduct regular assessments of workstations and job processes to identify and address potential ergonomic risks.
 - Recommendations for ergonomic improvements will be made based on these assessments.
2. **Reasonable Adjustments:**
 - Any necessary and reasonable adjustments to equipment or processes to minimize ergonomic risks will be considered and implemented as needed.
 - This may include providing ergonomic tools or equipment, adjusting workstations, or modifying work tasks.
3. **Employee Training:**
 - Employees will receive training on proper ergonomic practices, including workstation setup, posture, and safe work techniques.
4. **Reporting Concerns:**
 - Employees are encouraged to report any concerns or questions regarding ergonomic issues to their manager or the Human Resources Manager.
 - Prompt reporting helps ensure timely evaluation and resolution of potential ergonomic risks.
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5. **Collaborative Efforts:**
 - Managers and supervisors are responsible for supporting employees in maintaining ergonomic safety and addressing reported concerns in a timely and constructive manner.

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EMPLOYEE RESPONSIBILITIES

All employees are expected to:

- Participate in training sessions and apply safe work practices in their daily activities.
- Report any discomfort, potential ergonomic hazards, or required adjustments to their manager or the Human Resources Manager immediately.

By working together, we can create a safer and more comfortable workplace that supports the well-being and productivity of all employees.