COUNTY OF ORANGE SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL

Program/Area: Operation

Number: 03-111

Subject: Ergonomics

Revision Date: 10/20/2026

Approved: Signature on file

POLICY

A proactive ergonomics plan is integrated into Social Services Agency (SSA's) written safety and health program. Records documenting the identification, prevention, and control of employee exposure to ergonomic risk factors are maintained in accordance with all regulations California Code of Regulations, Title 8, Section 5110. Repetitive Motion Injuries.

The SSA Director or their designee is responsible for approving the Agency Ergonomic Program Plan. This includes overseeing its implementation and enforcement for all SSA employees, ensuring:

- **Ensuring Responsibility** – Encouraging both employees and management to adhere to compliance standards.
- **A Commitment Communication** – Clearly conveying the SSA's dedication to employee safety through both formal and informal channels across the Agency.

This plan reflects a collaborative effort that includes managers, supervisors, and all front-line employees. The SSA Safety Administrator is responsible for the plan's implementation, management, and record-keeping requirements.