

## **ERGONOMIC PROGRAM & PROCEDURES**

It is the policy of the California State University, Fresno to maintain a campus environment that is safe and supportive of employee health. The University is especially eager to protect employees from any adverse affect on health and safety, as well as avoidable risks of injuries and illnesses. To accomplish this, the University will provide facilities, equipment, and training that meet all State safety regulations and will promulgate appropriate policies, standards and procedures for governing the total University health and safety program. The President, through the Vice President for Administration, has charged the Office of Risk Management along with the Office of Human Resources to recommend policy and oversee workstation ergonomics for the health and safety of faculty and staff.

Funding assistance is available for approved purchases of ergonomic equipment such as chairs, keyboard trays, and footrests recommended for state staff and faculty. This does not include furniture. The recommendations are made only after a formal ergonomic workstation evaluation is completed by the Office of Human Resources. Match funding of 50% is provided for the purchase of approved equipment after the department pays an initial deductible of \$200.00. Once the deductible is met, all future purchases will receive the full 50% match funding. The maximum funding assistance for chair purchases shall be dependent on the cost of a standard chair that meets all the minimum specifications as determined by the Office of Human Resources and Procurement.

Below are the steps that must be followed to obtain match funding:

### **Step one:** Workstation evaluation

Have your supervisor contact Tracey Garza in Human Resources by e-mail to arrange an appointment. Her email address is ([traceyg@csufresno.edu](mailto:traceyg@csufresno.edu)). An ergonomic specialist will complete the evaluation and present the employee and the department supervisor or manager with a copy of the report and equipment recommendations.

### **Step two:** Complete and submit a purchase requisition

We have various vendors that we order ergonomic chairs and equipment from. Sample chairs are available for employees to try out in the Human Resources Office.

All requisitions must be:

- Signed by the appropriate parties and include the workstation evaluation report.
- Submitted to Tracey Garza from Human Resources for approval at M/S JA41.
- The approved requisition will be forwarded to Office of Procurement and Support Services for final processing.