

UNIVERSITY POLICY ON ERGONOMICS AND USE OF SPECIAL FUNDS

It is the policy of 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 University Workstation Committee and the Director of Environmental Health and Safety to recommend policy and oversee workstation practices for the health and safety of faculty and staff.

To meet the objective of providing a safe and healthful environment, managers are charged with the following responsibilities: addressing concerns of staff and faculty regarding facilities and equipment; identifying hazards present in the workplace; and communicating health and safety related policies and procedures to everyone working under their operational control. Regarding ergonomics, managers will be responsible for ensuring that faculty and staff understand exercises and postures which will improve workstation comfort. Staff and faculty share the responsibility for adjusting their work habits and environment to prevent injury and problems.

The University Workstation Committee with the Director of Environmental Health and Safety will distribute ergonomic guidelines that address the specific needs of faculty and staff who work at computer workstations or video display terminals. Every employee using a workstation will be encouraged to do a workstation evaluation to assure that the ergonomics of the workstation are safe and appropriate. If after reviewing the guidelines and properly adjusting their workstation, an employee continues to experience physical discomfort or is unable to properly adjust the workstation, the supervisor and Department Safety Coordinator should be notified as soon as possible. The supervisor should request in writing assistance and/ or a workstation evaluation by the Department Safety Coordinator, with copies to the appropriate manager and the Office of Environmental Health and Safety. The Department Safety Coordinator will complete the workstation evaluation form(s). Recommendations regarding the need for alternate and/ or additional workstation equipment will be provided, if applicable. The completed evaluation forms will be forwarded to the employee, and to the employee's manager who must notify the appropriate Vice President, the Chair of the Workstation Committee and the Office of Environmental Health and Safety. If needed, a consultation can be requested from the Office of Environmental Health and Safety. The Workstation Committee will review requests for special ergonomic equipment and approve if appropriate.

If appropriate ergonomic furniture is unavailable through on-campus resources, the Office of Procurement and Support Services should be contacted for purchasing information. Managers must approve all requisitions. Prison industries is the primary vendor for ergonomic furniture. Sample chairs from Prison Industries are available for employees to try out on a one or two day trial basis before purchasing a new chair. The University will approve an alternate vendor if the department cannot obtain appropriate furniture from Prison Industries or if staff and faculty have a specific medical need verified by a physician, physical therapist or chiropractor. Justification for alternate vendors must include a specific description of those required features that are not found in the Prison Industries products.

Responsibility for the costs associated with the purchase of ergonomic furniture rests with the appropriate manager who may apply in writing to the chair of the Workstation Committee for matching funds from the special ergonomic fund. A workstation evaluation, and a medical statement if necessary, must be attached to the request. The requesting department will be responsible for 50% of the total cost and 50% will be provided from the special fund if the request is approved.

Approved by Vice President for Administration	Feb 1998
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