

## **Policy on Ergonomics & Use of Special Funds**

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 Environmental Health and Safety to recommend policy and oversee workstation ergonomics 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 that will improve workstation comfort. Staff and faculty share the responsibility for adjusting their work habits and environment to prevent injury and problems.

The Office 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/or the employee should notify the Office of Environmental Health and Safety and request a workstation evaluation. An evaluator from Environmental Health and Safety will complete the workstation evaluation. Recommendations regarding the need for alternate and/or additional workstation equipment will be provided, if applicable. The completed evaluation report, including all information necessary to purchase the equipment, will be forwarded to the employee and the employee's manager.

If appropriate ergonomic furniture is not available from on-campus resources, it must be purchased from the Prison Industries Authority (PIA). PIA is the primary vendor for all campus furniture purchased with state funds. Sample ergonomic chairs from PIA are available for employees to try out before purchasing. If the PIA chairs do not meet the employee's needs, the employee can request a waiver from PIA to purchase a chair from an alternate vendor. The Office of Environmental Health and Safety will apply for the waiver on behalf of the employee. The employee must provide written verification of a specific medical need for an alternate vendor chair from a physician, chiropractor or physical therapist, which will be submitted along with the waiver request memo. If PIA grants the waiver, the employee will be authorized to purchase a chair from an alternate vendor.

Responsibility for the costs associated with the purchase of ergonomic furniture rests with the appropriate manager. Funding assistance is available to help pay for recommended ergonomic

equipment and chairs. Funding assistance is not available for office furniture other than chairs. The department must pay the first \$200.00 of the cost of the recommended equipment and/or chair. This is a one-time deductible per employee per workstation. The requesting department will be responsible for 50% of the balance of the cost, and the remaining 50% will be provided from the special ergonomic fund. Purchase of standard ergonomic chairs will be funded at the full 50% after the \$200.00 deductible is met. Purchase of more expensive chairs will be funded at the lower standard chair cost, and the balance will be the responsibility of the requesting department.