

## **University Policy on Workstation Ergonomics And Use of Special Funds**

It is the policy of Fresno State 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 Department of Human Resources 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 understands 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 Department of Human Resources and the Office of Environmental Health and Safety, Risk Management and Sustainability will distribute on-line 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 Department of Human Resources and request a workstation evaluation. An assigned evaluator from Human Resources 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 and/or department chairs.

Responsibility for the costs associated with the purchase of ergonomic products rests with the appropriate manager. Funding assistance is available to help pay for recommended ergonomic products and chairs. Funding assistance is not available for office furniture other than chairs. An employee's department is required to pay the initial \$200.00 of the cost of the recommended ergonomic product and/or chair. This is a one-time deductible per employee per department workstation. The requesting department is responsible for 50% of the balance of the cost, and the remaining 50% is to be paid from the special ergonomic fund. The maximum funding assistance available for chair purchases is dependent upon the cost of an ergonomic chair that meets all of the minimum specifications.

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California State University Fresno

August 2014

Policy No. G-19.2

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Information regarding this program is posted on the Department of Human Resources website located at <http://www.fresnostate.edu/adminserv/hr/workerscomp/ergonomics/index.html> and the Office of Environmental Health and Safety, Risk Management and Sustainability's website located at <http://www.fresnostate.edu/adminserv/ehsrms/safety/general/ergonomics.html>.