

BSAS MATCHING FUNDS PROCEDURE

Purpose & Goal:

To help departments offset the cost of implementing recommended office ergonomic equipment. It is the goal of the campus to ensure a Low Ergonomic Risk Profile for those required to work for extended lengths of time at a computer terminal. There is no cost for ergonomic consultation services.

Value:

The department will be reimbursed for 50% of the cost of the , up to \$500 per employee.

Requirement to Obtain Funds:

In order to obtain funds from the BSAS Matching Funds Program, an employee must participate in an ergonomic evaluation (please refer to Process, below), purchase, receive, and implement the equipment recommended by the EH&S Ergonomist, and receive a follow up evaluation to ensure the equipment is, in fact, beneficial and is being properly used.

Process:

- ✓ **Register** and complete the [Online Ergonomic Assessment](#)
 - Make the recommended adjustments to your workstation, where applicable.
 - Update your Profile within the program
 - Employees will receive an email from the system advising them of their Risk Level – High, Moderate, or Low
- ✓ **Risk Level:** If a High or Moderate Risk Profile is obtained, the Ergonomist will schedule an on-site evaluation to make recommendations that will lead to lowering the Risk Level.
 - During the on-site visit, adjustments to the workstation may be made
 - During the on-site visit, the employee may receive a recommendation regarding appropriate additional ergonomic equipment
 - Following the on-site visit, the Ergonomist will provide a detailed report to the employee and supervisor, revealing outstanding issues and recommendations
- ✓ **Purchase:** The individual responsible for purchasing the recommended products is asked to do the following:
 - Order the recommended products online via the Storehouse – for audit purposes, we ask that items be ordered per individual employee. If there are multiple employees receiving equipment, each employee must have their own PO.
- ✓ **Follow Up:** When all products have been received and verified, a follow-up appointment with the Ergonomist will be scheduled to ensure the equipment is in proper working condition and beneficial for the individual.
- ✓ **NCT Transfer:** Upon completion of the Follow Up appointment, the purchaser needs to send, via scan/email, a copy of the purchase order and packing slip along with the Department FAU and Journal ID# to [Kristie Elton](#), x2-6315, for an NCT Transfer covering 50% of the funds, up to \$500 per employee.

If further information is needed, please contact [Kristie Elton](#), Ergonomist, at 2-6315.