



Authority:

California laws place a significant emphasis on creating and maintaining a safe and healthy workplace for all California workers as per California Code of Regulation, Title 8, Section 3203 (IIPP) & 5110.

Purpose:

Federal and State regulatory guidelines were created to address the growing number of computer-use related injuries in office environments. Safety, Health and Sustainability (SH&S) developed an ergonomic program which involves basic awareness training, workstation evaluation and campus consultation services. The utilization of these resources may enable individuals to recognize postural, positional, and work practice improvements. In-person evaluations may help identify the need for certain ergonomically-helpful equipment, or the modification/ reconfiguration of a workstation.

To encourage departments to engage in a more proactive role in preventing ergonomic injuries, SH&S developed the Ergonomic Resource Fund (ERF) Program to help mitigate risks. This limited fund assists in providing resources towards the purchase of SH&S approved ergonomically-related items to include (but not limited) to the following:

- Chairs
- CPU Holder
- Height Adjustable Sit-Stands (leg base only)
- Height Adjustable Table-Top Configurations (i.e. Workfit-T)
- Keyboards
- Keyboard Trays
- Monitor Swing Arms
- Mouse
- Task Lights

Important ERF Specifics:

- Only ergonomic equipment items costing \$100 or more will be considered for partial reimbursement.
- Furniture items (desks, file drawers, cabinets, bookcases, etc.) do not qualify for reimbursements.
- SH&S will accept applications only from the appropriate departmental managers, budget coordinators, or delegated authority.
- ERF documentation must be submitted prior to close of program is ***effective until funds are depleted or April 15th of each fiscal year*** (whichever sooner) according to the following scale:

Item Purchase Amount	Partial Reimbursable Amount
\$100 - \$200	\$75
\$201 - \$300	\$150
\$301 - \$400	\$200
\$401 - \$500	\$300
\$501 - \$900	\$400*

* Departments with budgetary limitations may inquire with SH&S to discuss items priced above \$900

Frequently Asked Questions:

Q: Can Auxiliary department managers and/or employees participate in the program?

A: No. The program is only available to managers from departments that are supported by general funds (*State Employees*).

Q: I have not completed the ergonomics training. What should I do?

A: Complete the web-based Cougar Workstation Ergonomics (CWE) training through the ETC Learner- Web. Contact SH&S (phone: 760-750-4502, or email: ergonomics@csusm.edu) regarding any questions.

Q: It's been a while...how can I determine if I have completed the ergonomics training?

A: Ergonomic evaluations are good for 3-years. Contact the SH&S office (phone: 760-750-4502, or email: ergonomics@csusm.edu) and ask a representative to look up your records.

Q: Can I use reimbursement funds for items that are not an SH&S approved?

A: No. Only SH&S approved ergonomically-related equipment items qualify for partial reimbursement.

Q: How much does a piece of equipment must cost to be eligible for partial reimbursement?

A: \$100 minimum (including taxes).

Q: Can I use reimbursement funding for my home workstation?

A: No. Funding is for University workstations only.

Q: What do I need to apply for the partial reimbursement?

A: Ensure that you have completed the ergonomic web-based training through the ETC, had an in-person assessment, and submit the appropriate documentation.

- The employee should work with their manager (MPP) and/or budget coordinator to complete all required ERF documentation (including ERF Form 1 and all applicable invoices/receipts).
- Completed packages can be submitted by utilizing any of the following methods:
 - Hand Delivery: Craven Hall, Suite 4700
 - Email: Scan and attach documents, then send to ergonomics@csusm.edu
 - Inter-Campus Mail: Attn: Ergonomic Resource Fund (ERF)
Dept: Safety, Health & Sustainability (SH&S)

Q: How long will it take for my department to be reimbursed?

A: Disbursement of funds are generally controlled by the Business and Financial Services department. However, SH&S will normally process a transfer of funds within 30-days after the receipt of a completed ERF package.

Q: Can the equipment travel with me if I relocate to another department/organization on campus?

A: Maybe. SH&S encourages departments to allow employees to utilize the same equipment/devices originally obtained via ERF monies. However, both departments (old and new) must approve of the equipment relocation.