



### 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, campus workstation evaluation and home office consultation services. The utilization of these resources may enable individuals to recognize postural, positional, and work practice improvements. In-person evaluations or virtual home office consultations may help identify the need for certain ergonomically-helpful equipment or workstation modifications.

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 departments 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
- Height Adjustable Table-Top Configurations (i.e. Workfit-T)
- Keyboards
- Keyboard Trays/Extended Surfaces
- Monitor Swing Arms
- Mouse
- Task Lights

### Important ERF Specifics:

- Only ergonomic equipment items costing \$100 or more will be considered for rebates.
- SH&S will provide a 60% rebate for each qualified ergonomic chair or equipment item.
- 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 15<sup>th</sup> of each fiscal year*** (whichever sooner).