ERGONOMIC REQUEST PROCEDURES

General Information

The SOCCCD Risk Management Office manages the ergonomics program; however, ergonomic chair requests are handled by the College Administrative Services (CAS) Office.

Ergonomic Chair Request

If the employee is requesting an ergonomic chair in order to alleviate body discomfort and/or assist the employee in performing their daily tasks, then the employee must follow the College Ergonomic Chair Request Process:

1. Employee reports problem to Supervisor and/or Administrator/Manager.
2. Employee completes Ergonomic Chair Request form, located on the CAS Office website: www.saddleback.edu/vpcas.
3. Form is submitted to Administrator/Manager for approval.
4. Administrator/Manager submits form to the CAS Office for final approval.
5. After approval: Employee is notified to sample standard ergonomic chairs located in the CAS Office and make a selection.
6. CAS initiates a requisition for equipment to be delivered to requestor.

Ergonomic Equipment Request

If the employee is requesting a full workstation assessment and/or ergonomic equipment other than chairs (i.e. headset, keyboard, desk, etc.), then the employee must follow the District Ergonomics Request Process:

1. Employee reports problem to Supervisor.
2. Employee completes Ergonomics Assistance Request FS #37, located in SharePoint: https://sharepoint.socccd.edu/bs/rm/Lists/RM%20Forms/AllItems.aspx
3. Form is submitted to Supervisor for approval.
4. Supervisor will review and submit form to the SOCCCD Risk Management Office for processing and approval.
5. Risk Management Office will arrange for an ergonomic evaluation of the work station (during this review recommendations may be made to move items on the desk to make them more accessible).

Questions regarding aspects of this program should be directed to the SOCCCD Risk Management Office.
6. **Risk Management Office** will receive a report from the evaluator to include recommendations for equipment purchase (if appropriate).

7. **Risk Management Office** will assess/determine the evaluator’s recommendations for equipment purchase.

8. **Risk Management Office** will provide the **CAS Office** with a signed copy of the *Ergonomics Assistance Request* form listing the approved items to be purchased.

9. **After approval**: Employee is notified to enter a requisition with the approved item(s).

10. Employee will then provide **CAS Office** with the requisition number.

11. **CAS Office** will enter the appropriate account number and inform employee to submit requisition.

**Note:** Coordinating equipment purchases and/or installations (requisitions) are the responsibility of the employee (for assistance contact your department’s Administrative Assistant).

**Questions regarding aspects of this program should be directed to the SOCCCD Risk Management Office.**