

**Saddleback College**  
**Office of College Administrative Services**

**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](http://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, key board, 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.**