



Policies and Procedures

SUBJECT:	Workstation Assessment and Office Ergonomic Equipment Procurement		
DEPT:	Human Resources		
REVISION:	NEW – March 1, 2016	REVISION DATE:	

I. Policy Statement:

It is the policy of Hamilton College to assist employees with identifying and improving ergonomic risk factors within their assigned workstation. This policy outlines the procedures for requesting a workstation assessment and the steps required for purchasing ergonomic equipment, if applicable.

II. Purpose/Objective:

Proper application of ergonomic principles can help to reduce the risk and or aggravation of injuries for employees working at desk's, with computers, in laboratories, or in jobs involving repetitive motion. The purpose/objective of this policy is to assist employees with effectively identifying and eliminating the behaviors and/or risk factors that cause, contribute, or aggravate certain occupational or non-occupational medical conditions through either a change in work practices and behaviors, a reengineering of their current workstation or the purchase of proper equipment as it relates to a personal medical condition, if applicable.

III. Responsibility:

Employee, Employee Supervisor/Department Chair, Department Sr. Staff Officer, Human Resources, Auxiliary Services, Library and Information Technology Services (LITS), Business Office.

IV. Scope:

To provide a fair and consistent process for determining and allocating ergonomic workstation equipment within the Colleges and/or Department budget constraints.

V. Forms/Materials/Resources:

- Employee Workstation Assessment Request
- Medical Inquiry Form
- Office ergonomics – working comfortably (Travelers)
- Comfort tips for computer users

VI. Procedure:

A. Workstation Assessment and equipment procurement for employees with non-medical related workstation discomfort:

Important: The purchase of workstation equipment as a result of a non-medical related workstation assessment are budgeted and funded at the employees division and/or department level. Employee requests for workstation equipment should be directed to the employee's supervisor.

- Employees experiencing non-medically related workstation discomfort may request an initial in-person workstation assessment by completing an employee workstation assessment request and forwarding to Human Resources. Employees should notify their immediate supervisor and/or Department Chair of the request.
- Within 5 days of receipt of the workstation assessment request, Human Resources will contact the employee to schedule a workstation evaluation with a Human Resources Representative and/or the Colleges Risk Management Consultant.
- Within 30 days of completion of the workstation assessment, Human Resources and/or Travelers will provide written recommendations to the employee outlining the possible alterations to the employee's workstation. The purpose of the written report is to provide recommendations for eliminating ergonomic challenges that may contribute to a future medical condition or general discomfort of the employee. The written report may include suggested changes in behavior and alterations to the employee's current workstation as well as recommended ergonomic products, including but not limited to, keyboard trays, footrests, document holders, ergonomically designed chairs, and height adjustable stand up desks.
- Upon receipt of the written recommendation, Human Resources and Auxiliary Services will meet with the employee to determine the type of equipment, if any, that is best suited for the employee's workstation. Auxiliary Services will then provide an estimate to the employee's supervisor and/or department chair for approval. Requests for ergonomic related computer equipment will be forwarded to Library and Information Technology Services for review.
- Upon approval of the request, the employee and/or department supervisor will provide Auxiliary Services with an account number. Upon receipt of the account number, Auxiliary Services will initiate the order and coordinate installation, if needed.

B. Workstation Assessment and equipment procurement for employees with workstation discomfort due to a documented medical condition:

Important: If it is determined that an employee's medical condition qualifies under the Americans with Disabilities Act (ADA) and the purchase of workstation equipment qualifies as a reasonable accommodation under ADA based on the medical inquiry form, the accommodation will be funded by Human Resources.

- Employees experiencing workstation discomfort due to a documented medical condition may request an initial in-person workstation assessment by completing the employee workstation evaluation request and forwarding to Human Resources. Upon receipt of the request, Human Resources will provide the employee with a medical inquiry form for their doctor to complete. Employees should notify their immediate supervisor and/or Department Chair of the request.
- Within 5 days of receipt of the workstation evaluation request and medical inquiry form, Human Resources will contact the employee to schedule a workstation assessment with a Human Resources Representative and/or the Colleges Risk Management Consultant.
- Within 30 days of completion of the workstation assessment, Human Resources and/or Travelers will provide written recommendations to the employee outlining the possible alterations to the employee's workstation. The purpose of the written report is to provide recommendations for eliminating ergonomic challenges that may contribute to a future medical condition or general discomfort of the employee. The written report may include suggested changes in behavior and alterations to the employee's current workstation as well as recommended ergonomic products, including but not limited to, keyboard trays, footrests, document holders, ergonomically designed chairs, and height adjustable stand up desks.
- Human Resources, in consultation with the employee's physician and employee, will work together to determine possible reasonable accommodations based on the workstation assessment and doctors recommendations.
- Upon receipt of the written recommendation, Human Resources and Auxiliary Services will meet with the employee to determine the type of equipment, if any, that is best suited for the employee's workstation. Auxiliary Services will then provide an estimate to Human Resources for approval. Requests for ergonomic related computer equipment will be forwarded to Library and Information Technology Services for review.
- Upon approval of the reasonable accommodation request, Human Resources will provide Auxiliary Services with an account number. Upon receipt of the account number, Auxiliary Services will initiate the order and coordinate installation, if needed.

Hamilton College
EMPLOYEE WORKSTATION ASSESSMENT REQUEST

Name: _____ Request Date: _____

Department: _____

Supervisor: _____

Please describe your concern (s): _____

When did you first notice it? _____

When do you feel the pain? Intensity? Time of Day?

What percent of your day is spent at your desk? _____

How long have you worked at your present workstation? _____

Is there any physical or office activity that may contribute to the issue outside of work? If, yes please describe.

Describe what steps, if any, have been taken to improve your situation:

Employee Signature: _____ Date: _____