

STANFORD UNIVERSITY COMPUTER WORKSTATION ERGONOMIC EQUIPMENT REIMBURSEMENT FUND

FOLLOW STEPS 1-5 BELOW FOR PARTIAL REIMBURSEMENT:

- 1 Complete training:** Ensure participating employee has completed the required training (EHS 3400 - Computer Workstation Ergonomics). To confirm completion, the employee can go to the *My Learning* link in STARS (axess.stanford.edu).
- 2 Complete self-workstation assessment in EHS-3400 to determine equipment needs:** For Workers' Compensation cases, or if additional concerns after completing self-workstation assessment – schedule an on-site EH&S workstation evaluation.
- 3 Order pre-approved items:** Select from the EH&S pre-approved list (ergostanford.stanford.edu). Once all items have been received, complete the form below.

REIMBURSEMENT DATA (Please print clearly)

Department:	Account No:	iJournal No:
Employee for whom equipment purchased (Last name, First name):		Job Title:
Employee phone:	Employee E-mail:	EHS 3400 Training Date:
Supervisor:	Supervisor phone:	Supervisor E-mail:

EQUIPMENT REIMBURSEMENT WORKSHEET (Please print clearly)

Equipment	PO Number	Cost
a.		\$
b.		\$
c.		\$
d.		\$
e.		\$
Total Cost →		\$
Partial Reimbursement Amount (=Total Cost x 50%, not to exceed \$300) →		\$

- 4 Initiate iJournal transfer:** Credit your account and GL with Equipment Reimbursement Fund Amount (above). Charge account: 1026392-100-AABAS. Route your supervisor/business manager and Robyn Barron for approval.
- 5 Submit paperwork to EH&S:** Send (1) this completed form, (2) copy of self-workstation assessment or EH&S ergonomic evaluation report, and (3) copy of requisition to Robyn Barron, EH&S, via ID mail (mail code 8007), fax (725-3468), or email (rbarron@stanford.edu).

ERGONOMIC EQUIPMENT REIMBURSEMENT FUND LIMITS AND REQUIREMENTS:

1. Applies only to: a) Stanford University employees; b) Furniture/equipment to be used at Stanford University; c) Individual employee purchases of furniture/equipment (not associated with large-scale renovation projects); d) EH&S pre-approved furniture and equipment (contact 4-0798 for pre-approved product list).
2. Limits/ deadline: Not to exceed \$300 per employee. Equipment Reimbursement Fund Program effective until established funds are depleted.
3. Workers' Comp cases: Employee must complete ergonomics training and receive an EH&S workstation evaluation.
4. Preventative cases: Employee must complete ergonomics training and workstation self-evaluation.
5. Timeline: Implement workstation evaluation recommendations, including purchase of specific type of furniture/equipment within 30 days of the evaluation.
6. Submissions: Submit requisition, workstation evaluation **and** this form in order for journal transfer to be completed.
7. Contact: Ergonomics Program at 4-0798 if there are problems meeting these limits and requirements.

I have read, understand and accept the terms, conditions and requirements of the Ergonomic Equipment Reimbursement Fund.

Supervisor or Signature Authority

Date

Computer Workstation Ergonomic Equipment Reimbursement Fund

Purpose:

To address the increasing incidence of computer-use related injuries at Stanford University, EH&S has developed an ergonomics program involving awareness training¹, workstation evaluation², and campus consultation services. After utilizing these resources, most individuals can identify postural, position and work practice improvements that can be easily made. However, sometimes an evaluation will identify the need for specific modification or retrofit of equipment, such as a keyboard tray, footrest, or chair.

To encourage departments to engage in a more proactive role in preventing ergonomic injuries within their areas, EH&S and Risk Management have collaborated in developing and offering the Ergonomic Equipment Reimbursement Fund Program. This limited fund will match 50% (up to \$300) of the purchase price of EH&S pre-approved ergonomic office equipment such as chairs, keyboard trays, and footrests on an individual basis. (NOTE: Reimbursement must be submitted within 6 months of ergonomic purchases. Equipment Reimbursement Fund program effective until the limited funds are depleted.)

Please read the qualifications and procedures on the other side of this form. All requirements must be met to receive reimbursement.

Frequently asked questions:

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

A: Please visit *Training* at <http://axess.stanford.edu>, register for *Ergonomics: Computer Workstation (EHS 3400)*, and complete the course.

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

A: Please visit *Training* at <http://axess.stanford.edu> and select *My Learning*. This link will indicate if you have completed the training.

Q: What is the workstation self-evaluation?

A: The self-evaluation can be either the printout at the end of the web-based ergonomics training or the self-evaluation form available at <http://www.stanford.edu/dept/EHS/prod/general/ergo/compcheck.html>.

Q: Can I use reimbursement funds for items not found in the EH&S Approved Ergonomics Products Catalog?

A: No. Only EH&S pre-approved items qualify for partial reimbursement.

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

A: No. Funding is for University workstations only.

Q: Can I use equipment reimbursement funds for office wide purchases or multi-employee purchases?

A: No. This is an incentive program to encourage addressing ergonomic needs on an individual basis; so the program is not applicable for funding office-wide purchases.

Q: What expenditure type should I use when creating the iJournal?

A: Expenditure codes: 55140 – chairs, 55115 – computer equipment, 55110 – general office equipment.

For additional equipment reimbursement funds assistance, please call EH&S at 4-0798.

¹ EH&S Computer Workstation Ergonomics (EHS 3400)

² Preventive evaluations can be performed by staff/supervisors only after attending training. EH&S only provides evaluation after the training has been completed.