School of Law Ergonomics Policy

OVERVIEW:
In recent years, the general population has become better informed about the importance of ergonomics in personal health and workplace safety. As a result, many workers feel that they need ergonomic equipment (Standing Desks, Sit-to-Stand Desks, Pedestal Stand Attachments, Ergonomic Keyboards, Keyboard Trays, Ergonomic Mousepads, Monitor Arms, Ergonomic Task Chairs, and Reading Podiums). While there is evidence to support that most people do not need ergonomic equipment for health reasons, having one or more items may provide individuals with a more comfortable work environment.

Before making any decisions about purchasing ergonomic equipment, we ask that you first consult this document. It will provide you with information regarding the school’s policies regarding ergonomics. Faculty are especially encouraged to read the office reshuffle addendum at the end of this document.

Ergonomic Evaluation
Faculty and staff interested in obtaining ergonomic equipment must first undergo an ergonomic evaluation. This is intended to determine what equipment may be recommended or required to accommodate each individual’s specific work environment. Please contact Monique Magdaleno (magdalenom@law.ucla.edu) in Human Resources to coordinate an ergonomic evaluation. The first step in the process is to complete an online training and a self-assessment questionnaire. Upon completion, Ergonomics will inform the employee as to whether an in-person evaluation is needed. If one is needed, please contact Monique to facilitate the in-person evaluation.

NOTE: Monique facilitates cost-sharing with ergonomics (if appropriate), so it is important she is kept in the loop.

The in-person evaluation will take place at the individual’s work location. During the evaluation, Ergonomics will ask further questions to determine what additional steps, if any, may be needed before a product is recommended. Please be aware that additional steps may include visiting a doctor.

Ergonomic Recommendations and Purchasing
When all steps are completed, Ergonomics will then issue a recommendation for equipment, if appropriate. The items in this recommendation are suggestions. As such, purchase of ergonomic equipment for staff is at the discretion of the individual’s supervisor and Business and Finance Operator and will be charged to the unit’s FAU. If the circumstances warrant ergonomic
equipment for medical reasons, appropriate medical documentation must accompany the equipment purchase.

The cost of ergonomic equipment for faculty may be charged to the General Operations FAU or to an individual faculty member’s support account depending upon the specific equipment being purchased and the medical need for such equipment. Please contact Ryan Rose (roser@law.ucla.edu), Director of Building Operations, for additional information.

**Cost Sharing**
All items recommended by the Ergonomics Department are eligible for Cost Sharing. This means that Ergonomics will issue a **50% rebate** toward the purchase of any of the items it recommends.

If you choose to purchase any of the recommended items, you must CC Monique on the issue of the PO and forward her any invoices, as she is the one who will be submitting the cost sharing application.

**NOTE:** Should the employee decide to purchase items other than those recommended by Ergonomics, the purchase **may still be eligible** for cost sharing. Please consult Monique so that she may discuss directly with Ergonomics.

**Installation**
When the order has been placed, please email Ryan Rose information about the specific items purchased and the estimated delivery date so Ryan may coordinate the installation of your equipment.

**NOTE:** Depending on the items, there may be additional charges for installation by a third-party installer. If the employee would like to avoid this, they should consult Ryan before purchasing any equipment.

**Direct Purchase**
If the ergonomic evaluation process does not recommend specific equipment but you would still like to purchase ergonomic equipment, please consult with Ryan Rose. Ryan can suggest equipment that is typically recommended by the ergonomics department.

**Securing Existing Sit-to-Stand Additions**
Due to the frequency of earthquakes in the area, it is strongly recommended that all existing sit-to-stand desks be secured to prevent the equipment from falling during an earthquake. If you currently have a sit-to-stand desk that does not clamp to the desk nor anchor into the surface of the desk, please contact Ryan Rose to have the item properly secured.
For Faculty Consideration:

**OFFICE RESHUFFLE ADDENDUM**

Faculty members should be aware that the purchase and installation of ergonomic equipment may impact their involvement in the Annual Faculty Office Reshuffle.

In very limited cases, Ergonomics is forced to recommend ergonomic equipment that requires extensive modification to an existing desk (i.e. drilling and cutting the physical piece). In most cases, the modified desks cannot be relocated to new offices. As such, in the event of an office reshuffle, the School of Law must modify an additional piece of furniture in that new office.

Due to impact imposed to current furniture and the cost of new modifications, faculty who must purchase ergonomic equipment of this type may be ineligible to enter the faculty reshuffle for a period of three years after the purchase of their items, and must wait three years after a reshuffle move before entering the reshuffle again.