

SAN DIEGO MESA COLLEGE

Procedure for Ergonomics Assessment Request

1. Employee will obtain and complete the *Ergonomic Assessment Request Form*.
2. Employee will obtain supervisor's signature.
3. Employee or Supervisor sends completed form to the Mesa OEHS Coordinator.
4. Mesa OEHS Coordinator will forward the request form to Risk Management to serve as notification of assessment need.
5. The Risk Management ergonomics specialist will set the assessment appointment.
6. The Risk Management ergonomics specialist will conduct the assessment.
7. Risk Management will forward the completed assessment, with attached quotes for any needed devices, to Mesa OEHS Coordinator.
8. The Mesa OEHS Coordinator will meet with the VPA to discuss outcome of the assessment and review accommodation recommendations and cost assessment.
9. The Mesa OEHS Coordinator will present and review the assessment with the Supervisor and employee.
10. If equipment is needed:
 - a. The Supervisor will approve the purchase and provide the budget number.
 - b. The OEHS Coordinator will submit the quote with approval and budget number to Business Services
 - c. Business Services will enter the requisition
 - d. The items will be delivered to the Stockroom.

Procedure for Ergonomics Assessment Request

- 11.** The Stockroom will receive the items and contact the OEHS Coordinator to coordinate installation.
- 12.** The Mesa OEHS Coordinator will coordinate an installation date with the employee.
- 13.** The Mesa OEHS Coordinator will create work order (with VPA office) for device installation and work with Facilities to make sure devices are installed properly.
- 14.** The Mesa OEHS Coordinator will reassess the workstation and provide adjustments as needed.