

# 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 and Dean's signature.
3. Employee or Supervisor sends completed form to the Mesa OEHS Coordinator.
4. Mesa OEHS Coordinator will review and set the assessment appointment.
5. Mesa OEHS Coordinator will conduct the assessment.
6. The Mesa OEHS Coordinator will meet with the VPA to discuss outcome of the assessment and review accommodation recommendations and obtain cost assessment.
7. The Mesa OEHS Coordinator will present and review the assessment with the Dean and Supervisor and then the employee.
8. If equipment is needed:
  - a. The Dean and 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.
9. The Stockroom will receive the items and contact the OEHS Coordinator to coordinate installation.
10. The Mesa OEHS Coordinator will coordinate an installation date with the employee.

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- 11.** 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.
- 12.** The Mesa OEHS Coordinator will reassess the workstation and provide adjustments as needed.
- 13.** Collaboration with District Risk Management will occur via the VPA Office and the OEHS Coordinator as appropriate.