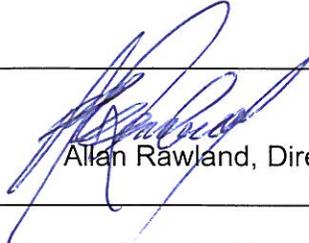


**County of San Bernardino
Department of Behavioral Health**

Office Ergonomics Intervention Program Procedure

Effective Date 06/17/10
Approval Date 06/17/10


 Allan Rawland, Director

Purpose To inform Department of Behavioral Health (DBH) staff of the procedures regarding the Department's Office Ergonomics Intervention Program (OEIP).

Requesting an Ergonomic Assessment The following table represents the steps to be taken when requesting an ergonomic assessment and the DBH staff responsible for the specific step:

Step	DBH Staff	Action
1	Supervisor or Manager	<ul style="list-style-type: none"> Request an Ergonomic Assessment by completing a DBH Ergonomic Assessment Request form (located on the DBH intranet forms page, under the "Payroll Section") Submit the form to the DBH Ergonomics Coordinator according to the instructions provided on that form
2	DBH Ergonomics Coordinator	<ul style="list-style-type: none"> Log requests received Assign the assessment request to the appropriate Ergonomic Intervention Team (EIT) member <p>Note: If there is a Worker's Compensation claim on file, the Ergonomics Coordinator will consult with the Department of Risk Management (DRM) who may assign the request to a vendor. Skip to Step 4 when requests are referred to a vendor.</p>

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Office Ergonomics Intervention Program Procedure, Continued

Requesting an Ergonomic Assessment (continued)

Step	DBH Staff	Action
3	EIT member	Complete the following steps in chronological order: <ol style="list-style-type: none"> 1. Schedule the Assessment to be completed within ten (10) days of receiving a request form 2. Perform the employee's work station assessment and communicate recommendations to the employee and the employee's supervisor or manager 3. Fax or email within five (5) days of the assessment a copy of the assessment report to the employee, supervisor or manager and the DBH Ergonomics Coordinator at (909) 382-3028 for follow-up and implementation
4	DRM Assigned Vendor (Worker's Compensation related only)	<ul style="list-style-type: none"> • Perform the assessment • Provide a report to the County's Risk Management Risk Control Office, who will send a copy to DBH Human Resources, the assigned Worker's Compensation Adjuster, the Supervisor and the DBH Ergonomic Coordinator for implementation
5	Supervisor or Manager	<ul style="list-style-type: none"> • File a copy of the entire report in the employee's supervisory file
6	DBH Ergonomics Coordinator	<ul style="list-style-type: none"> • Log reports received • Forward a report copy when necessary to the Information Technology (IT) unit and/or the Facilities and Project Management unit (FPM) for implementation of recommendations

Important Note: The EIT member will ONLY complete an ergonomic assessment for the employee for whom the appointment was requested. Assessments for additional staff will require additional requests.

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Office Ergonomics Intervention Program Procedure, Continued

Purchasing and Action Items

The employee's supervisor or manager will do the following within five (5) working days of receiving the completed assessment report when the findings of the completed assessment recommend actions for correction, or items to be ordered:

Item	Action
Small office items (i.e.; gel wrist rests, in-line document holders, footrests, etc.)	Initiate a purchase request following the procedures outlined in DBH SPM BOP3017: Purchasing Procedure .
All furniture and chair repair and/or replacements	Coordinate with FPM
All computer equipment	Coordinate with IT

All relevant documentation, such as a copy of the ergonomic assessment, documented work restrictions, the employee's ID number and work location, etc., should accompany the purchase request.

All ordering, including DBH approved on-line ordering, for recommended items will only occur through the DBH Procurement Division after the approved purchase request is received.

Appropriate funding arrangements will be determined at the Department's administrative level.

Post Assessment Follow-Up

After an ergonomic assessment has been completed, the employee's direct supervisor is responsible for the following:

- Follow up to ensure all items ordered by means of the assessment have been received
- Follow up, if actions for correction were recommended in the assessment, to ensure the actions were completed
- Ensure the employee is trained to use equipment received

When practical, all action items should be completed within thirty (30) to sixty (60) days from the date of the ergonomic assessment.

References

California Code of Regulations, Title 8, [Section 5110](#)
County of San Bernardino Employee Safety and Health Manual, Chapter 13, [Ergonomics](#)

Related Policy or Procedure

DBH Standard Procedure Manual SFT7029, [Office Ergonomics Intervention Program Policy](#)
