

STANFORD UNIVERSITY ERGONOMIC EQUIPMENT MATCHING FUND REIMBURSEMENT FORM

INSTRUCTIONS (please read and fill out form entirely in order to be reimbursed):

1. Ensure all qualifications below are met (check if complete):

<input type="checkbox"/>	The participating employee has completed the required training (EHS 3400 - Computer Workstation Ergonomics). To confirm completion, the employee can go to the <i>My Learning</i> link in STARS (axess.stanford.edu).
<input type="checkbox"/>	Preventive cases: The equipment is recommended from a workstation self or supervisor evaluation -OR- Workers' Comp cases: The equipment is recommended from the EH&S workstation evaluation.
<input type="checkbox"/>	Equipment is on the EH&S pre-approved list (ergostanford.stanford.edu) and is purchased from the designated vendor, Corporate Express.

2. Fill out the form below once the approved items have been received.
 3. Initiate iJournal transfer. Credit your account and GL with Matching Fund Amount (Line 6 from Worksheet below). Charge account: 1026392-100-AABAS. Route your supervisor/business manager and Robyn Barron for approval.
 4. Submit completed form with copy of workstation evaluation **and** copy of requisition to: Robyn Barron, EH&S, 480 Oak Road; Mail Code: 8007 - OR - Fax: 5-3468.

REIMBURSEMENT DATA (Please print clearly)			
Department:	Account No:	iJournal No:	
Employee for whom furniture purchased:	Last name	First name	Job Title
Employee phone:	E-mail address:		
Supervisor:	Phone:	E-mail:	
Matching Fund Amount: <small>(Item 6 from Worksheet below)</small>	\$	EHS 3400 Training Date:	
Date of workstation evaluation:		Performed by:	
Type of evaluation (please circle): Preventative Workers' Comp			

MATCHING FUND WORKSHEET		
Equipment	PO Number	Cost
1.		\$
2.		\$
3.		\$
4.		\$
5. Total Cost		\$
6. Matching Fund Amount (=Total Cost x 50%) not to exceed \$250		\$

MATCHING 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 from Corporate Express (contact 4-0798 for pre-approved product list).
2. Limits/ deadline: Not to exceed \$250 per employee. Matching 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 a 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 Matching Fund.

Supervisor or Signature Authority _____

Date _____

Computer Workstation Ergonomic Equipment Matching 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 Matching Fund Program. This limited fund will match 50% (up to \$250) of the purchase price of EH&S-approved ergonomic office equipment such as chairs, keyboard tray, and footrests. (NOTE: Reimbursement must be submitted within 6 months of ergonomic purchases. Matching 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://ergostanford.stanford.edu>.

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

A: No. Only EH&S pre-approved items qualify for matching funds.

Q: Can I use matching funds for home workstations?

A: No. Matching funds are for University workstations only.

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 matching 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.