

# ERGONOMICS MATCHING FUNDS PROGRAM PROCEDURE



CSU Ergonomics Program  
Office of Risk Management & Insurance  
141 General Services Building  
Fort Collins, CO 80523-6002  
[rmi.prep.colostate.edu/ergonomics](http://rmi.prep.colostate.edu/ergonomics)

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## **Background**

The Colorado State University (CSU) Office of Risk Management and Insurance (RMI) Ergonomics Program offers potential funding of **up to \$500 dollars** per employee in matching funds (50% of total equipment cost) to modify existing office computer workstations to provide departments a cost-effective method of injury prevention. The department requesting matching funds is responsible for 50% of the cost of the ergonomic equipment. Funding reimbursement of any kind will not be provided to the department until all appropriate documentation and application materials are received.

## **Matching Funds Reimbursement**

The Risk Management and Insurance Department will match up to 50% (up to a maximum of \$500 in total reimbursement) for ergonomic equipment costs for approved applicants. The department requesting matching funds is responsible for 100% of the initial purchase of equipment. Once all matching funds criteria have been met and all application materials have been submitted and received final approval, reimbursement of up to 50% (up to \$500 in total reimbursement) will be provided to the department (as funding is available). The department is responsible for payment of 50% of desired equipment cost as well as any additional cost exceeding Risk Management's match. I.e. – applications which have a total equipment cost exceeding \$1000 will only receive the maximum of \$500 in reimbursement from Risk Management regardless of the total equipment cost amount (which can exceed \$1000).

More than one item/product can be included on the matching funds application (i.e. chair, keyboard tray and mouse, etc.) however reimbursement will only be provided for multiple equipment items up to the \$500 maximum reimbursement.

Total matching funds reimbursement shall not exceed \$500 per employee per fiscal year. Only one request per employee per fiscal year is allowed however applications may be submitted in subsequent years by the same employee. Requests for funding will be considered on a first-come first-served basis depending on funding availability.

## **Financial Need**

Matching funds can be requested by any department or employee so long as that request is made to ergonomically improve a workstation or eliminate an identified ergonomic hazard in the office setting where the department may be unable to obtain the equipment with their current financial situation and the department can demonstrate a need for the equipment as well as justify the request for financial assistance. The department **must** provide justification for the financial need within the matching funds application.

## **Funding Availability**

Funding which is available for the ergonomics matching funds program is limited each fiscal year and when all available funds have been utilized, no further funding will be made available to any department until the subsequent fiscal year. Once a department and/or employee have made a request and submitted application materials for matching funds, the request will be reviewed regardless of remaining funds available for the program in a given fiscal year. However, if no further funding remains in the matching funds program in the current fiscal year, the request for matching funds (if approved) will be addressed when and if funding is available the following fiscal year. The requested matching funds reimbursement will only be provided to the department after all requested documentation has been received and final approval granted.

## **Where is Matching Funds Applicable?**

Matching funds may only be applied to an office computer workstation environment. Industrial environments such as laboratories, warehouses, stock rooms, and point of sale computer related environments are examples where the office ergonomics matching funds may not be applied. If there is uncertainty about a specific work environment where matching funds may apply, contact the ergonomics office prior to applying to determine eligibility.

Requested matching funds cannot be applied to computer workstation furniture for new construction, renovation, and relocation projects. However, modifications to an existing office computer workstation may be acceptable (i.e. replacing a portion or section of existing desk/workstation to allow alternating between sitting and standing). These requests, as well as other unusual requests for matching funds will be reviewed on a case by case basis.

Any equipment purchases made must be approved by Ergonomics Program staff prior to purchase and cannot be a product which was not listed on the matching funds application. Products purchased without prior approval will not be eligible for matching funds reimbursement. For a list of recommended ergonomic products go to the Ergonomics Program webpage – [Approved Ergonomics Equipment](#)

Incomplete applications may be delayed or denied.

## **Purchasing Equipment**

The requesting department is responsible for 100% of the initial purchase of equipment. Once all matching funds criteria have been met, reimbursement of 50% (up to \$500) can be provided.

Approved applicants will be notified via email of their successful application and will be provided further directions on how to proceed forward. If purchase of the equipment has not already taken place, the department may proceed forward with purchase after the employees has been notified of the successful application. A CSU ergonomics specialist may have given suggested vendor information, product ID numbers, etc. to an employee, however it is the responsibility of the employee/employee's department to obtain exact prices, verify model numbers, etc. Exact product information, total prices, including installation fees, shipping and handling, etc. must be included in the matching funds application so that proper funds can be allocated.

To obtain pricing information, the employee/department should contact the vendor(s) and request a price quote, check the vendor(s) website, etc. Pricing for certain items (such as tables, desks, chairs) may also be available on the CSU [Kuali](#) system website. Employees should contact their departmental accounting person for assistance with the purchase of equipment.

The CSU Ergonomics Program is not a vendor or distributor and does not sell or purchase equipment.

Following purchase of equipment by the department, the requesting employee will be required to provide the proofs of purchase on their [matching funds dashboard](#). The Kuali document number(s) is required for proof(s) of purchase. To obtain the Kuali document number(s), the requesting employees should contact their departmental accounting person.

## Criteria for Obtaining Matching Funds

In order to obtain matching funds reimbursement the departmental employee must meet the criteria listed below including ergonomic evaluation, training attendance and completion of a matching funds application.

Employees applying for funds are responsible for tracking their progress and ensuring certain criteria are met within the allotted time frames. Progress can be tracked through the “[matching funds dashboard](#)”. The [matching funds dashboard](#), which is specific to each employee, allows employees to review their application status, evaluation and training status, due dates, etc. As a step is completed, the “status” notification for that step will be updated. When all criteria have been met, the application materials will be sent for final review.

If listed criteria are not met within the allotted time frames, the application will be denied and the employee will be forced to wait until the next fiscal year to apply once again. The schedule by or expiration dates are in place to ensure quicker movement through the process.

## Matching Funds Dashboard

### Instructions

It is your responsibility to ensure each of the below criteria have been completed within the allotted time frames listed. If you do not fulfill the criteria within listed time frames, your application will be void and you will have to complete the process once again.

1. Please complete the Matching Funds Application accessible by means of the links below.
2. Your matching funds application will only be submitted after you have met all other matching funds criteria including - Attendance at an Office Ergonomics Training session and Completion of an Office Ergonomic Evaluation. Note that items expire after the following durations:
  - Application - 90 days
  - Ergonomic Evaluation - 12 months
  - Office Ergonomic training - 5 years
3. After the matching funds application has been submitted, it will be submitted for final approval. The evaluation report will detail both injury risk factors and recommendations and will be submitted to the Physical Safety Subcommittee (PSS) for final review.

### Matching Funds Status for: Frank Gonzales

Criteria	Status	Date	Must Schedule By
<a href="#">Application</a>	INCOMPLETE	---	---
<a href="#">Ergonomics Evaluation</a>	INCOMPLETE	---	---
<a href="#">Ergonomics Training</a>	INCOMPLETE	---	---

- Complete** - Step Completed (No further action necessary on your part)
- Incomplete** - Action Needed (Further action is necessary on your part)
- Pending** - Processing (Nofurther action is necessary on your part)

Below is a more detailed description of the requirements of the matching funds program.

- Employees must attend a CSU office ergonomics course. A list of courses can be found on the Ergonomics webpage <http://rmi.prep.colostate.edu/ergonomics/ergonomics-training/> as well as by clicking the hyperlink on the [matching funds dashboard](#).
  - Employees must have a clear understanding of office ergonomics, signs and symptoms of injury, potential injury risk exposures associated with work in the office environment and how to ensure an appropriate ergonomic workstation setup.
  - Attendance at a CSU office ergonomics training course must have taken place within the previous 5 years from the date of the matching funds application.
  - Employees requesting matching funds must sign up for an office ergonomics training course within 3 months of their submission of the matching funds application form. Failure to do so will result in denial of the application.
- Employees must have an ergonomic evaluation performed within the last 12 months of the request for matching funds.
  - [Schedule an office ergonomic evaluation](#)
  - A qualified member of the CSU Risk Management Ergonomics team must perform the ergonomic evaluation.
  - Employees requesting matching funds must **schedule** an ergonomic evaluation within 3 months of their submission of the matching funds application form. Failure to do so will result in denial of the application. The evaluation does not need to be completed in 3 months but must be requested/scheduled.
- Employees must complete the matching funds application.
  - [Matching Funds Application](#) (The application can be accessed through the [matching funds dashboard](#)).
    - An application can be submitted prior to other matching funds criteria including ergonomic evaluation and training. See below\*
  - After the matching funds application has been received by the ergonomics program coordinator, an ergonomic evaluation should be requested/scheduled, (if not already completed). The evaluation report will be submitted and reviewed by the ergonomics program coordinator and then submitted to the Occupational Health (OH) Committee for final review.
- Employees should try the desired piece of ergonomic equipment offered through the Ergonomics Loan Program (if available).
  - It is **recommended** that ergonomics products be seen and tried before purchase to ensure they are appropriate for the employee.
  - The Ergonomics Loan Program allows employees to try recommended ergonomic office products that are available at no charge to the department. For a list of recommended products, go to <http://www.ehs.colostate.edu/WErgo/ErgoItems.aspx>
  - The ergonomics “showroom/lab” contains a variety of equipment and can be visited along with trial of equipment (if available). Contact [Frank Gonzales](#) to schedule a visit to the ergo lab/showroom.

- If equipment is desired but is not part of the Recommended/Approved CSU Ergonomics Equipment list, purchase of the desired piece of equipment must be approved by Ergonomics Program staff before it will be considered for reimbursement as part of the matching funds program.

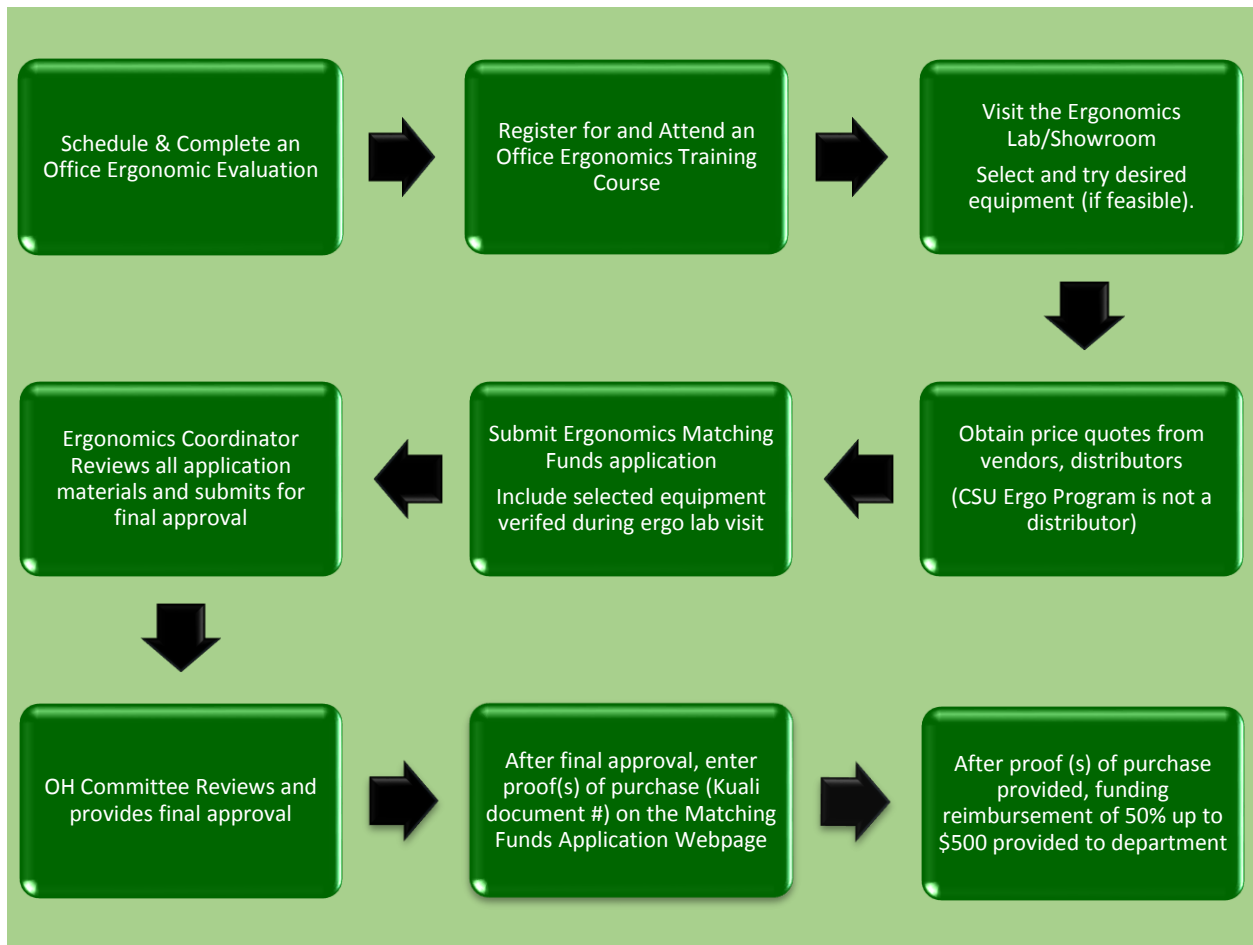
\*A matching funds application can be submitted **prior** to receiving an ergonomic evaluation and/or attending a training session. However, employees requesting matching funds should have scheduled an ergonomic evaluation and registered for a training session within 3 months of their submission of the matching funds application form. Failure to do so may result in denial of the application.

### **How are Matching Funds Processed?**

When all criteria have been met (ergonomic evaluation, training attendance, completion of the application) the process will be complete. Thereafter, the application and other pertinent materials will be submitted to the CSU Occupational Health (OH) Committee for final approval. Final decisions on whether the request for funds has been approved and funding reimbursement will provided to the department will be made by the OH Committee as soon as possible but only after all matching funds criteria have been met and all application materials received. If approval is granted, the employee/department will be notified and must then provide necessary purchasing documentation so that funding reimbursement can be provided.



## Recommended Matching Funds Process Flow



## **Questions?**

Contact Frank Gonzales - (970) 491-2724

[Frank.Gonzales@colostate.edu](mailto:Frank.Gonzales@colostate.edu) or [EHS\\_Ergonomics@mail.colostate.edu](mailto:EHS_Ergonomics@mail.colostate.edu)

## **Definitions**

- Ergonomic Stressors/Ergonomic Hazards - Any condition that poses a biomechanical stress on the human body associated with an increased risk for developing musculoskeletal disorders.

## **Contact Information**

**FRANK GONZALES  
ERGONOMICS PROGRAM COORDINATOR**

Tel 970-491-2724

Fax 970-491-4804

[Frank.Gonzales@colostate.edu](mailto:Frank.Gonzales@colostate.edu)

<http://rmi.prep.colostate.edu/ergonomics/>