

**University of California San Francisco**  
**Be Smart About Safety**  
**ERGONOMIC EQUIPMENT FUND REIMBURSEMENT PROGRAM**

UCSF has established an Ergonomic Equipment Fund Reimbursement program. This program is designed to provide campus departments with a cost-effective way to improve employee workstations and prevent computer-related injuries.

The program focuses on ergonomic modification of individual employee computer workstations. Funds are available for ergonomic equipment and accessories recommended as a result of the completion of the online Office Ergonomics Training and Self Evaluation and/or a computer workstation evaluation completed by a qualified evaluator (i.e. OEH&S Department Safety Advisors (DSA), Campus Ergonomist, Faculty Physical Therapist or an ergonomics evaluator contracted by OEH&S or Disability Management Services). If a workstation evaluation identifies the need for specific modifications, a purchase order for the recommended furniture or equipment must be submitted within 30 calendar days of the ergonomic evaluation or the reception of ergonomic evaluation report.

**Qualifications:**

- 1) Must be a UCSF Campus Employee.
- 2) All participating employees must complete the online Office Ergonomics Training and Self Evaluation on Research Online ([www.researchonline.ucsf.edu](http://www.researchonline.ucsf.edu)).
- 3) The equipment selected must be identified by the online Office Ergonomics Training and Self Evaluation and/or following an ergonomics evaluation done by a qualified ergonomics evaluator.
- 4) The equipment selected must be on the [UCSF Ergonomics Preferred Products List](#) and ordered from preferred vendor(s) within 30 calendar days of the evaluation or the reception of the ergonomic evaluation report. Installation fees for the recommended equipment, freight and tax are also eligible for reimbursement. Other equipment will be considered, on a case by case basis, for approval by Campus Ergonomist.
- 5) Ergonomic equipment must be used on UCSF Campus.

**Funding Limits and Deadlines:**

- Funds available to subsidize 100% of ergonomic equipment cost **not to exceed** \$500 per qualifying employee.
- The recommended equipment must be **ordered within 30 calendar days** of the ergonomics evaluation or reception of the ergonomic report
- Reimbursement application must be submitted within **60 calendar days** of ergonomic evaluation.
- Matching Fund program is effective until limited funds are depleted.
- Applications will be considered on a first-come, first-serve basis.
- Funding reimbursement will be delayed or denied from applications that are incomplete or provide insufficient supporting documentation.

**Funding Restrictions:**

- Capital improvement projects or renovation
- Correction of deferred maintenance deficiencies
- Computer workstation furniture for new construction, renovation and relocation projects

**Application Procedures:**

- 1) Department to purchase the recommended ergonomic equipment.
- 2) Submit **all** of the following information:
  - a. Completed Reimbursement Form **and**
  - b. Purchase invoice **and**
  - c. Ergonomics evaluation report and/or Ergonomics Self Evaluation print out **and**
  - d. Copy of the Office Ergonomics Training Certificate

Submit all of your information to the OEH&S Campus Ergonomist:

Scan & Email: (preferred)  
[ergonomics@ucsf.edu](mailto:ergonomics@ucsf.edu)

Inter-office  
Nathalie Delsaer  
Box 0942

Fax:  
Nathalie Delsaer  
415-514-4310

- 3) Application review by OEH&S campus ergonomist.
- 4) Upon approval, Financial Service Department will reimburse the allowed amount using the provided Fund/DPA.

Questions? Contact Nathalie Delsaer, UCSF campus ergonomist, at 415-476-4286 or email [ergonomics@ucsf.edu](mailto:ergonomics@ucsf.edu).