



Channel Islands

CALIFORNIA STATE UNIVERSITY

## Division of Student Affairs

**DSA Area Name: Assessment & Strategic  
Operations**

**Effective Date:** November 9, 2015

**Procedure Number:** ASO-p010.01

### **Student Affairs Working Procedure on Requests for Additional Ergonomically Supportive Workspace Furniture and/or Equipment**

**Intent:** To provide a process for supporting requests for additional ergonomically supportive workspace furniture and/or equipment within the Division of Student Affairs (DSA) while honoring area budget and operational needs.

**Background:** There can be a wide variety of reasons an employee might request additional furniture and/or equipment (i.e. ergonomics, pre-existing injuries, preferences, etc.). The DSA wants to be able to provide a comfortable and safe work environment, and accommodate requests when possible, while being equitable to employees and fiscally responsible.

**Accountability:** The Vice President for Student Affairs is responsible for purchasing decisions for the VPSA office staff and Area Heads. Area Heads are responsible for purchasing decisions in their respective areas.

**Applicability:** All areas within the Division of Student Affairs

**Definition(s):**

**Attachment(s):**

**Procedure:** The purchase of additional or alternate ergonomically supportive individual workspace furniture and/or equipment in addition to workspace purchases in accordance with Division/CI standards (<http://www.csuci.edu/procurement/services/furniture-standards.htm>), will be determined using the following process and criteria. The criteria are intended to aid Area Heads in the decision making process, but will not guarantee that a request will be approved.

1. Employee must undergo a workspace assessment with a CI ergonomic representative. Our campus representative can be reached in the Environmental Health and Safety Department.
  - o The ergonomic representative will provide recommendations regarding adjustments or equipment needed to provide a safe and/or comfortable work environment.
  - o Recommendations made by the ergonomic representative to resolve an unsafe condition should be addressed by the area in a reasonable and timely manner.
2. Work space challenges/office aesthetics.

- Some workspaces may not accommodate alternate furniture or equipment due to size limitations, accessibility/ADA requirements, intent of the space (i.e. reception/lobby area), etc.
- Alternate furniture or equipment may take away from the aesthetics of a public space.

3. Mobility

- Whether the request includes permanent vs. moveable fixtures
- Whether moveable items can be easily moved and/or adjusted by the employee without the potential risk of injury.

4. Availability of alternative solutions to address the concerns presented.

5. Resources available to purchase preferred, but not required, furniture.

- If the assessment and implementation of any recommendation does not improve the working environment and/or the employee's concerns cannot be addressed with an alternative, the request for special furniture, equipment and supplies may still be considered by the Area Head.
- Area Heads may want to consider requiring employees to test out furniture and/or equipment as a trial period (i.e. two (2) weeks) prior to purchase when possible (i.e. check out the tester equipment from the area or borrow the item from a colleague).

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