

**ERGONOMICS ASSESSMENT  
PEOPLE CENTER  
PROCEDURE No. 208**

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**POLICY STATEMENT**

Champlain College is committed to complying with all state (VOSHA) and federal (OSHA) regulations dealing with workplace ergonomic assessments. To achieve this, the College will contract with a third party vendor to conduct those assessments as necessary at the request of any employee.

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**SECTION I PURPOSE OF THE POLICY**

To provide an ergonomic procedure to allow Champlain College to provide work station and posture assessments for all employees.

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**SECTION II DEFINITIONS**

Ergonomics: an applied science concerned with the characteristics of people that need to be considered in designing and arranging things that they use in order that people and things will interact most effectively and safely.

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**SECTION IV PROCEDURE**

4.1 Employees with questions about ergonomics will be encouraged to contact Benefits in the People Center directly to discuss any issues or to request an assessment. Benefits will notify the employee's supervisor of the contact and will arrange a time for the third party vendor to meet with the employee to perform an initial assessment.

4.2 The employee will be assessed at their work station to determine if the employee is using proper posture, body alignment and weight distribution. The physical set up of the work station, mouse, furniture, and work surfaces will be inspected and adjusted for that employee. Any adjustments to the chair or other work station components will be documented. Recommendations will be discussed with the employee.

4.3 If the initial assessment reveals the problem is related to equipment that is broken or cannot be adjusted, replacement of the furniture or equipment may be recommended. A copy of the initial assessment will be given to the employee and forwarded to the supervisor and the People Center.

4.4 Approximately 2 weeks after the initial assessment the employee will be contacted to determine if a follow up meeting is necessary. If the pain or discomfort has persisted the third



# CHAMPLAIN COLLEGE

party vendor will be requested to conduct another assessment. Additional adjustments made will be documented and forwarded to the supervisor and to the Vice President, Finance & Treasurer.

4.5 The People Center will be notified if an employee produces a note from a doctor that they require new furniture or other workplace modifications. New furniture or equipment will be paid for from the departmental budget of that employee. The People Center will ensure that furniture is replaced when necessary.

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## SECTION V POLICY ADHERENCE

The Champlain College official for adherence to this policy is the Vice President, People & Technology.

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## SECTION VI CONTACT

Should the employee continue to have concerns following the assessments they can request an assessment by the Vice President, People & Technology. This assessment, with a written response to the employee, their supervisor, the Vice President, People & Technology, and the Vice President, Finance & Treasurer will be made within seven days of receipt of request. After all documentation has been reviewed the employee may also contact the Vice President, People & Technology for a formal policy review.

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*The above is a summary only. Always refer to the applicable plan documents, policies or guides before making final decisions. The People Center's policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center intranet site for the most current version. This policy does not constitute an employment contract.*

