



**COUNTY OF ALAMEDA
COUNTY ADMINISTRATOR'S OFFICE, RISK MANAGEMENT
ERGONOMIC SUBSIDY FUND AND PROGRAM**

CAO Risk Management has established a limited subsidy fund to help agencies and departments respond to ergonomic furniture, tools, equipment and site assessment needs not associated with a current work-related injury (i.e., purchase of appropriate ergonomic equipment for physical work activities and conditions identified as being reasonably likely to cause or contribute to a repetitive motion injury or other cumulative trauma disorder).

The intent of the Ergonomic Subsidy Fund is to provide partial, limited funding to assist agencies and departments in the purchase of ergonomic materials. The Ergonomic Subsidy Fund is an incentive program, not intended to relieve the agency/department responsibility for budgeting, funding and ensuring that necessary ergonomic furniture and equipment is purchased for their employees.

Allowable purchases under the subsidy fund include, but are not limited to, wrist rests, slant boards, foot rests, adjustable keyboard trays, fully adjustable chairs, document holders, and other approved equipment, and furniture for the reduction and prevention of repetitive motion injuries (RMIs) and other cumulative trauma disorders (CTDs).

Risk Management is responsible for determining what items meet the requirements for partial reimbursement under the Ergonomic Subsidy Fund and Program. In order for requests to be approved, the following requirements must be met:

1. A preventative ergonomic evaluation must be completed by an ergonomic evaluator approved by Risk Management;
2. The equipment and furniture recommendations must be recommended by the evaluator;
3. The subsidy request form must be fully completed and submitted within twelve (12) months of the equipment order;
4. The employee must complete ergonomic training prior to the subsidy form request being submitted;

Risk Management may subsidize up to 25% of the total cost of ergonomic equipment, tools and furniture requested by departments and agencies. The actual amount of subsidy may decrease (below 25%) or increase (above 25%) depending on the financial resources (i.e., Risk Management's approved annual program budget).

Risk Management will notify the requesting agency/department of approval or denial (including an explanation of any denial) of ergonomic subsidy funding no more than thirty (30) calendar days from the date the Ergonomic Subsidy Fund Request Form (Form 430300-8) was received.

Please Note: Ergonomists/evaluators are contractors and not employees of the County Administrator's Office, Risk Management. Please contact Risk Management at 510-272-6920 or ergolab@acgov.org if you have any questions about the Ergonomic Subsidy Fund and Program.