

CMT 2/7/17 meeting
R. Akins

Coastline Community College
Ergonomic and Work Comp Process

2/7/17

1. Ergonomic
 - a. Request for minor equipment
 - i. Notify Campus HR (Renate` Akins); copy Fiscal (Helen Rothgeb) for equipment quote
 - b. Request for ergonomic assessment
 - i. Notify Campus HR (Renate` Akins and/or Shaunick Barber)
 - ii. Campus HR will contract District Risk Services for assessment
 1. Medical necessity will be determined
 2. Interactive accommodation will be determined by HR
 - c. Fiscal (Helen Rothgeb) will obtain any quotes as determined by above
2. Environmental issues; i.e. air quality, odors, pests, etc.
 - a. Notify Campus HR immediately (Renate` Akins and/or Shaunick Barber)
 - i. Campus HR and District Risk Services will determine next steps
 - ii. Work Comp will be determined by above
3. Injury
 - a. Notify Campus HR immediately (Renate` Akins and/or Shaunick Barber)
 - i. Campus HR and District Risk Services will determine next steps
 - ii. Work Comp will be determined by above