

The UCSF Ergonomics Program follows a tier-based approach with different pathways, depending on the UCSF Campus employee's situation. See below for details about which pathway to take. For more information about ergonomics at UCSF, visit ergonomics.ucsf.edu on the [Environment, Health & Safety \(EHS\)](#) website.

1. Injury Prevention

If you think you need assistance to prevent or reduce the severity of injuries before they occur...

Step 1. Complete the UCSF Office Ergonomics eCourse & Self-Evaluation.

Use your 9-digit UCID to log into <http://learningcenter.ucsfmedicalcenter.org/?activity=218638&launch=true>

The self-evaluation will provide a list of recommended solutions, adjustments, and equipment. Employees and supervisors should implement recommendations and order recommended equipment directly. See the [Preferred Product List](#) for recommended products, approved vendors, and purchasing instructions.

Step 2. If there are any unresolved issues or questions after eCourse has been completed and recommendations have been implemented, contact your [Department Safety Advisor \(DSA\)](#), who will follow-up using EHS protocol. Your DSA may send an inquiry form for you to complete and submit with additional information, photos, and measurements so they can determine appropriate follow up.

Step 3. Submit the [Office Ergonomics Equipment Fund Rebate Application](#). See [Terms & Conditions](#) for details about program scope, eligibility, deadlines, and restrictions.

2. Non-Occupational Health Condition

If you think you have a condition that is not related to work (i.e. pregnancy, disease, disability, non-work-related injury)...

Step 1. Complete the UCSF Office Ergonomics eCourse & Self-Evaluation.

Use your 9-digit UCID to log into <http://learningcenter.ucsfmedicalcenter.org/?activity=218638&launch=true>

The self-evaluation will provide a list of recommended solutions, adjustments, and equipment. Employees and supervisors should implement recommendations and order recommended equipment directly. See the [Preferred Product List](#) for recommended products, approved vendors, and purchasing instructions.

Step 2. If there are any unresolved issues or questions after eCourse has been completed and recommendations have been implemented, contact the [UCSF Ergonomics Program](#), who will follow-up using EHS protocol. You may need to complete and submit an inquiry form with additional information, photos, and measurements so they can determine appropriate follow up.

Step 3. Submit the [Office Ergonomics Equipment Fund Rebate Application](#). See [Terms & Conditions](#) for details about program scope, eligibility, deadlines, and restrictions.

Step 4. If non-occupational issues affect your ability to perform work, contact [Disability Management Services \(DMS\)](#) for additional assistance and information.

3. Work-Related Pain or Injury

If you think you have sustained a work-related injury & need medical care...

Step 1. Notify your supervisor. Employee and supervisor should complete an incident report ([SIR/Supervisor](#) & [EIR/Employee](#)) and fax to Disability Management Services (DMS) within 24 hours (Fax: 415.476.2328).

Review [Employee Incident Protocol](#) & contact DMS with questions.

Step 2. Complete the UCSF Office Ergonomics eCourse & Self-Evaluation. Use your 9-digit UCID to log into: <http://learningcenter.ucsfmedicalcenter.org/?activity=218638&launch=true>

The self-evaluation will provide a list of recommended solutions, adjustments, and equipment. Employees and supervisors should implement recommendations and remove any faulty or broken equipment.

Step 3. Contact Occupational Health Services (OHS) at 415.885.7580, the St. Francis Clinic at the ballpark at 415.972.2249, or Kaiser on the Job (KOJ) at 415.833.9600 to schedule an appointment with an occupational medical practitioner.

Step 4. Discuss online ergonomics training results with the occupational medical practitioner. If an ergonomics evaluation is needed, Sedgwick will make a referral to Faculty Physical Therapy or an external consultant on your behalf.

If there is any delay in scheduling, contact DMS (415.476.2621).

Step 5. Submit the [Office Ergonomics Equipment Fund Rebate Application](#). See [Terms & Conditions](#) for program scope, eligibility, deadlines, and restrictions