



## Ergo Fund

**Background.** Overexertion injuries (lifting, carrying, pushing and pulling) continue to be one of the most frequent and costly time loss injuries at the university. In an effort to reduce the risk of overexertion injuries Workplace Health Services is piloting an Ergo Fund to help reduce the barrier of cost to departments

**Goal.** The goal of the HR Ergo Pilot Fund is to support the University's effort to reduce the risk of musculoskeletal injuries (MSI) by providing one-time funding for equipment purchases or space optimization solutions that mitigate MSI risk.

**Intended Projects.** This fund is particularly intended for new and innovative solutions that have not been trialed before. Examples of past projects include specialized dollies, lift trucks, and portable lifts.

**Limitations.** This fund is not intended for individual office equipment; departments will continue to be responsible for the purchase of everyday office equipment such as chairs, height adjustable desks, keyboard trays, etc. See our [website](#) for more information on Office Ergonomics.

## How to access:

**Participatory Approach.** We encourage departments to use a participatory approach, involving both front line staff and management in identifying equipment solutions. This approach ensures that the option is feasible for the department and usable by staff members.

**Application Form.** Complete the application form below and submit it to [ergonomics.info@ubc.ca](mailto:ergonomics.info@ubc.ca).

**Cost Sharing.** We encourage cost sharing of 50/50 between HR and the department.

**Approval.** Access to the fund is on a first come, first serve basis and once the overall funding for a given year has been exhausted no further applications will be approved until fund renewal in the following year.

**Purchasing.** Once approved, the department will purchase and then seek reimbursement from HR.

**Reimbursement.** Submit a copy of the approved application form, receipts, and copy of the general ledger showing the GST rebate and true cost paid by the DEPT.

**Training & Maintenance.** It is up to the department to provide training and maintain equipment.

**Follow-up.** Follow-up with your staff and let us know if the equipment purchased was effective and helpful.



## HR Ergo Pilot Fund Application Form

The goal of the HR Ergo Pilot Fund is to support the University's effort to reduce the risk of musculoskeletal injuries (MSI) by providing one-time funding for equipment purchases or space optimization solutions that mitigate MSI risk. This fund is particularly intended for new and innovative solutions that have not been trialed before. This fund is not intended for individual office equipment; departments will continue to be responsible for the purchase of everyday office equipment such as chairs, height adjustable desks, keyboard trays, etc.

Access to the fund is on a first come, first serve basis and once the overall funding for a given year has been exhausted no further applications will be approved until fund renewal in the following year.

<b>Department:</b>	
<b>Department Contact Name:</b>	<b>Department Contact Job Title:</b>
<b>Email:</b>	<b>Phone Number:</b>
<b>Project Participants:</b> Please list who is involved in the project. Participation should include a combination of staff and management; e.g. management, supervisors, frontline staff, union, and departmental safety team, if available.	
<b>Equipment &amp; Cost:</b> Please list what item(s) you are planning to purchase as well the as the cost. Please include tax and shipping in your estimate. Note: individual office equipment is not eligible for funding.	
<b>Benefits:</b> Please describe how this equipment will help. Please include pictures of the current set-up or area of concern.	
<b>Project Follow-up.</b> Please provide us with photos within 3 months of implementation and provide us with feedback from staff and management. Please note that the department is responsible for providing training, and ensuring equipment is used and maintained properly. Photos and feedback can be emailed to <a href="mailto:ergonomics.info@ubc.ca">ergonomics.info@ubc.ca</a>	
<b>Additional Comments:</b>	



**Amount Requested:**

<b>Amount Requested from Ergo Fund:</b>	<b>Proposed contribution from Department:</b>	<b>Date of Request:</b>	<b>Target Date of Implementation:</b>

**Request From:**

\_\_\_\_\_  
Department - Management Representation  
(print name)

\_\_\_\_\_  
Department - Staff Representation  
(print name)

\_\_\_\_\_  
Department - Management Representation  
(signature)

\_\_\_\_\_  
Department - Staff Representation  
(signature)

**Authorization:**

<b>HR Ergo Fund Amount Authorized:</b>	<b>Authorization Date:</b>

\_\_\_\_\_  
Ergonomics Program Lead  
(print name)

\_\_\_\_\_  
Manager, Workplace Health Services  
(print name)

\_\_\_\_\_  
Ergonomics Program Lead  
(signature)

\_\_\_\_\_  
Manager, Workplace Health Services  
(signature)