



**King County**

# Ergonomic Evaluations and Remote Office Equipment Policy

Approved June 2020, Updated January 2021

## **Department of Human Resources**

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*The Department of Human Resources, Central Employee Services Division is fully committed to ensuring the safety and comfort of all employees whether working on site or remotely.*

### **Employees needing assistance with remote office set up**

If an employee is experiencing discomfort or needs assistance with the ergonomics of their home workstation, they should first complete the [Computer Workstation: Self-Assessment Checklist](#) to determine if adjustments can be made based on suggested tips.

If questions such as persisting pain remain that the checklist did not answer, or if the employee has specific questions regarding their workstation, they should submit an [Ergonomic Evaluation Request](#).

### **Employees with medical restrictions or accommodations**

Employees with a medical restriction, or when a doctor has requested an ergonomic assessment or accommodation, should skip the self-assessment tool and submit an [Ergonomic Evaluation Request](#).

Ergonomic evaluations will be conducted virtually using pictures, via videoconference or by phone. If the employee is unable to make adjustments suitable to resolve the issue(s) based on the ergonomic evaluations, then equipment may be approved for use at the employee's home. If approved, pickup or delivery shall be coordinated with the employee and their supervisor.

Examples of equipment that may be approved for use in employees' homes are as follows:

- desk chairs
- wrist rests
- footrests
- keyboards
- computer mice
- chair cushions
- computer headsets

### **Employees needing other ergonomic equipment**

Requests for necessary equipment not mentioned above shall be submitted to management for review. If approved, pickup or delivery shall be coordinated with the employee and their supervisor.

### **Employees needing office equipment for business needs**

Decisions regarding other office equipment needs, such as file cabinets, stands, files or printers should be determined by the employee's department management based on operational need and the performance of duties needed while telecommuting.

### **Inventory requirement**

Any equipment removed from the workplace should be inventoried according to the department's regular processes so that when an employee returns to a county worksite these items can be returned.