Sequoia Union High School District

Human Resources Department

Ergonomics Procedures Flow Chart

Employee self evaluates work station

If needed, **Employee** contacts **Supervisor** for additional Ergonomics Evaluation

Supervisor receives the request and **sends an e-mail to District** to ask for the Ergonomic Evaluation

District Contact:
Sonia Ramírez de Figueroa
Human Resources

Sonia Ramírez de Figueroa contacts **Keenan & Associates** and their **Ergonomics Consultant** comes to work site to conduct the evaluation.

Ergonomic Consultant contacts the **employee** and conducts the evaluation and generates a report

Ergonomics Consultant submits the **report** directly to **District**

District forwards copy of report to **Supervisor** for required action – a copy is also sent to the **Employee**

Supervisor contacts:
Annette Ricci x 22290 (for a repair) or **Marsha Runnels** x 22233 (for a replace/purchase)
Or if needed: **Enrique Navas at** x 22217 for Budget Requests

After Consultant recommendations report is completed, the **Supervisor must** inform **Jacqueline McEvoy** of final outcome and equiptment order.

Revised by: Sonia Ramírez de Figueroa
For: Jacqueline McEvoy HR Assistant Superintendent
02022016