

**CSUDH Ergonomics and injury prevention (EIP) cost share program  
In Collaboration with EHS, RM and W/C**

**Application**

**How the program works**

The cost sharing program is designed to be a collaboration with campus departments to proactively work with EHS, RM and W/C to utilize equipment and/or PPE to make work practices safer for the department and campus community. Applications should be for purchases of \$500 to \$5000, with this program covering 50% of the cost.

Applications are reviewed on a quarterly basis by EHS, RM, W/C & the department asking for the funding. Completed applications are reviewed and meetings scheduled at the beginning of each quarter to review the proposal. At the conclusion of the quarterly review EHS, RM and W/C review all proposal and determine which proposals will be funded.

*NOTE: Funds are requested for each Fiscal Year, should funds be depleted before the end of the Fiscal year, all remaining applicants will be reviewed in Q1 of the following FY.*

**Application Process:**

1. Contact EHS to go over the intended purchase and briefly explain why the purchase will improve workplace safety for the department. Should the initial discussion warrant a further review, then complete this application
2. Items listed below are needed to support the request, all forms should be emailed to ehs@csudh.edu
  - a. EIP Application
  - b. The cost, via a quote, for the item requested
  - c. Any additional supporting documentation to support the need for the item
3. EHS will respond to the email noting the application was received and the date and time of the proposal meeting to review the application with the department
4. All approved cost share items will be purchased by the department and the chartfield will be issued to reimburse 50% of the cost of the item. Chargeback must occur before year end accounting requirements.

**Application**

Department:			Building:		
Proposal Submitted By:			E-mail:		Tel:
Admin contact for charge back information:			E-mail:		Tel:
Additional contacts:			E-mail:		Tel:
Total Cost of Proposed Project: \$ _____			Funding Requested (50% of Total Cost): _____		

## Project Description

Provide the basic details of the project (vendor, brand/model, location/building, persons affected). Remember to attach quotes or a purchase order.

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## Project Goals

Review attached Appendix A and describe the goals of your project using the S.M.A.R.T. format. Include all identified hazards and provide information on the how the proposed project will address safety concerns/issues

1. Specific

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2. Measurable

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3. Achievable

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4. Relevant

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5. Time-Bound

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Submitter Signature

Date

Departmental Manager Signature

Date

## APPENDIX A

EIP Applications must include specific goals designed to promote safety and reduce potential risk of injury. These goals must be SMART: (S - specific, M - measurable, A - achievable R - realistic, and T - time-bound).

- 1. Specific** - Consider who, what, when, where, why and how in developing the goal.
- 2. Measurable** - Include a numeric or descriptive measurement.
- 3. Achievable** - Consider the resources needed and set a realistic goal.
- 4. Relevant** - Make sure the goal is consistent with the mission.
- 5. Time-bound** - Set a realistic deadline.

### Example

#### Is It Specific?

**Sample Goal:** Housing moves furniture and other large items up and down stairs in Phase I & II, having a mechanical stair climber to assist in transporting heavy or awkward items will reduce load on necks, backs and shoulders

#### Is It Measurable?

**SMART Goal:** In 2017 Housing experienced 3 workplace injuries from manually carrying heavy items up and down stairs.

#### Is It Achievable?

**SMART Goal:** By using a mechanical device to move items, weight load is taken off the employee and moved to the equipment, this has been shown to achieve reduced injuries. This may also require less staffing to perform similar tasks, freeing up resources for other projects.

#### Is It Relevant?

**SMART Goal:** Due to the need, especially at move in and move out, custodial and trades staff have to enter, rearrange and move items. Since there are no elevators, this becomes even more relevant as heavy items can be moved via an elevator. Can also use a mechanical stair climber to move custodial cleaning equipment up and down stairs.

#### Is It Time-Bound?

**SMART Goal:** Due to the frequency of this job task, opportunities over the next fiscal year will happen frequently and thus the return on this investment could be shown with as little as one workplace injury.