## HUMAN RESOURCES
### POLICIES AND PROCEDURES

<table>
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<th>WORKSTATION MODIFICATION</th>
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### GENERAL

To ensure a consistent and timely procedure for the assessment, set-up, modification and/or correction of workstations with the intention of preventing workplace injuries, Greenfield Community College will provide ergonomic, safe workstations for all employees within the budgetary constraints of the College.

### PROCEDURE

- The Human Resources Office will provide to all new employees during their New Employee Orientation information about obtaining an assessment of their new workstations, if needed.
- Employees who think that their workstations should be modified to prevent or remedy an injury should contact the Human Resources Office.
- The Human Resources Office will request an evaluation of the employee’s workstation and seek recommendations for workstation modifications.
- The workstation evaluator will recommend to the Human Resources Office appropriate modifications and equipment.
- The Human Resources Office will prepare a purchase order for recommended equipment within the budgetary constraints of the College and submit it to Purchasing.
- The Human Resources Office will expedite the purchase of the needed equipment and, when the equipment arrives, ensure delivery to the employee.
- The Human Resources Office will also coordinate any recommended construction and moving of equipment with the Physical Plant and Information Technology.