

Ergonomic Evaluation

Effective Date:	05/13/2026
Revised Date:	05/13/2026
Issuing Authority: Chief Probation Officer	

206.1 PURPOSE:

To provide guidelines for the request of an ergonomic evaluation.

206.2 RESPONSIBILITIES:

- I. Initial Request:
 - A. An employee may request an ergonomic evaluation through their immediate supervisor.
 - B. The supervisor will complete the Ergonomic Evaluation Request form (Located at the Risk Management Department website).
 - C. The supervisor will forward the request form via email to Risk Management – Safety Section (safetysection@rm.sbcounty.gov), with a carbon copy (cc) to the Safety/Security Unit (SSU) and the employee's Division Director.
 - D. Risk Management will schedule the ergonomic evaluation and send the completed report with recommendations.
 1. The supervisor will ensure the employee, Division Director, Office Specialist in Capital Improvement Management, and SSU receive a copy of the evaluation.
 - E. Once evaluated, the employee will:
 1. Practice the education provided or recommended during the ergonomic assessment.
 2. Discuss the recommendations with their assigned supervisor.
 3. When approved, fill out a staff request form (green form) and submit it to their assigned supervisor.
 - F. The supervisor will forward the completed staff request to the Division Director.
 - G. Once approved by the Division Director, the supervisor will:
 1. Submit the staff request form to Fiscal Services for purchase.
 2. Notify the Office Specialist in Capital Improvement Management by email with a copy of the staff request.
 - H. The employee shall retain all ergonomic items purchased when reassigned to another location within the Probation Department.

San Bernardino County Probation Department

MANUAL

Ergonomic Evaluation

- I. The Risk Control Specialist and Department Safety Officer will be notified when modifications are complete for follow-up if needed.
- II. Equipment Purchase:
 - A. Fiscal Services will process received forms in accordance with standard operating procedures and notify the Risk Control Specialist and SSU of the status of the order.