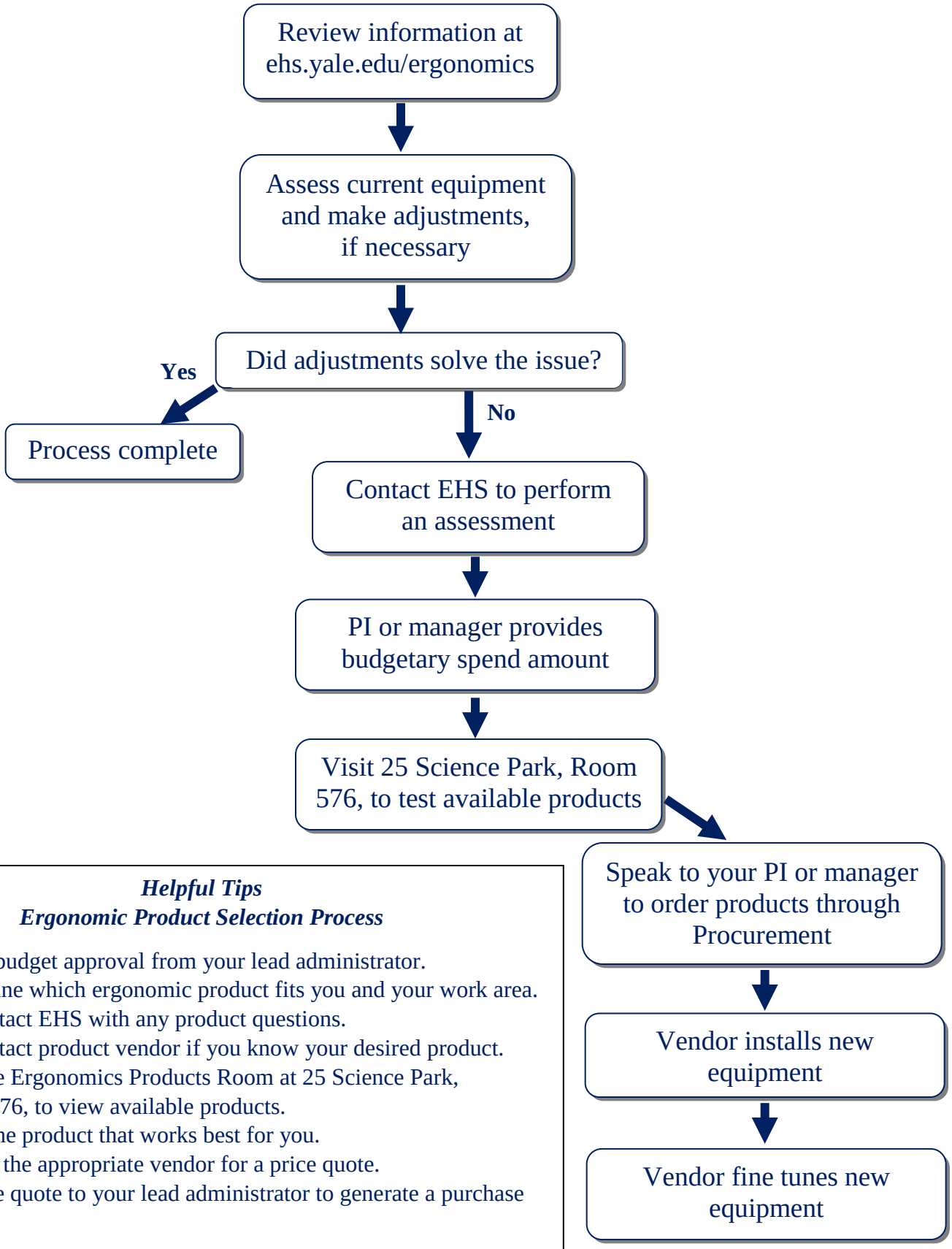
Yale *Environmental Health & Safety*

Office Ergonomics Process Flowchart



Helpful Tips
Ergonomic Product Selection Process

1. Obtain budget approval from your lead administrator.
2. Determine which ergonomic product fits you and your work area.
   a) Contact EHS with any product questions.
   b) Contact product vendor if you know your desired product.
3. Visit the Ergonomics Products Room at 25 Science Park, Room 576, to view available products.
4. Select the product that works best for you.
5. Contact the appropriate vendor for a price quote.
6. Give the quote to your lead administrator to generate a purchase order.