This procedure outlines steps taken after receiving an ergonomic assessment request.

1. Make appointment with employee upon request for an assessment.

2. Request a brief detailed description of job tasks. Record the height of employee and average length of time on each task.

3. Observe employee using her/his work station. Note neutral postures of joints, supported lumbar, feet on floor, etc.

4. Complete assessment and inspection of work station and equipment including chair, desk, keyboard, mouse, monitor, phone, noise, traffic, temperature and lighting.

5. Take measurements of “current/existing” layout of workstation and office area to include height of keyboard and mouse,

6. Discuss rationale for each placement and the importance of brief breaks.

7. Some recommendations may require purchasing replacement or new equipment. Feasibility of departmental funding is determined by department management. No funds are available via EH&S.

8. Evaluation with recommendations will be sent to employee and supervisor.

9. The Office Basics catalog often serves as illustration and cost estimate. The employee is referred to Patrick Higgins, Procurement to purchase ergonomically correct work station components. Components are installed by FMO via the work order process.

10. After equipment/furnishings are installed, EH&S should be called to review changes/adjustments to confirm improvements.