

## REQUEST FOR ERGONOMIC EVALUATION

The Office of the Treasurer and Tax Collector is promoting an ergonomic program that will reduce the potential for injuries while improving employee comfort. Staff Ergonomic Evaluators have taken a special course to evaluate ergonomic conditions for individual employees. After sending in this request you will be assigned a staff evaluator to evaluate your ergonomic situation.

Name \_\_\_\_\_ Section/Rm# \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_

1. To help us in preparing for your evaluation, please describe the reason for request or the symptoms you are experiencing which may be related to ergonomics.

2. Have you attended the Ergonomics Training class presented by the Department of Public Health?

YES  NO

3. An evaluation can take approximately 30 to 45 minutes. What day/s of the week would you be available for an evaluation? Please check off either morning or afternoon and from 1-5 indicate which days of the week you prefer, #1 being the most preferable.

Morning:  Afternoon:

Mon. --    Tues. --    Wed. --    Thurs. --    Fri. --

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

**Please return this form to: Ergonomic Coordinator, Administration Section  
A Staff Ergonomic Evaluator will be contacting you shortly to arrange the evaluation.**