

ERGONOMIC WORKSITE EVALUATION

Thank you for your interest in our ergonomic worksite evaluation. The individual job analysis focuses on a particular individual at his/her workstation. An ergonomic specialist will observe the employee for possible risk factors. During the observation the specialist will make recommendations regarding work habits as well as possible equipment changes and use of existing equipment. A summary describing the results of the assessment and the recommendations will be sent to the employee. The cost for this service is \$90 per hour and the evaluation and completion of the written summary will take approximately one to three hours.

We will attempt to provide names of suppliers of any equipment that we recommend. If you need assistance in other areas, such as lighting changes, the appropriate contact person will be provided in the letter.

In addition, we have an ergonomic resource room located at Olin Student Health Center in the Physical Therapy Department. When you receive your report you may contact the ergonomic specialist and make an appointment to see and discuss some of the ergonomic equipment.

If you would like to have a worksite evaluation, please fill out the request form and return it to:

**Department of Physical Therapy
Olin Student Health Center, Room B-35
Fax : (517) 884-0352
olinpt@hc.msu.edu**

If you fax the form, it would be helpful to send a short e-mail stating you have faxed the form due to the fact that faxed material occasionally encounters problems. We will contact you as soon as possible to set up a time to visit your work area.

Michigan State University-Student Health Services
Department of Physical Therapy

ERGONOMIC WORKSITE EVALUATION REQUEST
Employee's Information

Date:

Name:

Date of Birth:

ZPID:

Phone Number:

Email address:

Title:

Department:

Building:

Room #

Dates and times available:

Supervisor's Information

Name :

Address:

Phone:

Email address:

Departmental Account # *(for billing purposes):*

Supervisor's Signature _____

(If necessary to approve expenditure)

RETURN FORM TO:

Department of Physical Therapy
Olin Student Health Center, Room B-35
Phone: (517) 353-5008
Fax: (517) 884-0352
olinpt@hc.msu.edu