

## Process for Ergonomic Evaluations

In an effort to improve workplace productivity, performance, and reduce risk factors that can lead to musculoskeletal injuries the county has an Ergonomic evaluation program. The evaluation program allows for risk factor assessment and intervention to decrease the risk of injury/illness, enhance worker productivity and improve quality of work life.

Before an ergonomic accommodation can be processed, employees must first submit medical documentation to OMS (Occupational Medical Services) from their healthcare provider on the provider's letterhead that the employee has a medical diagnosis. Once medical documentation has been received and evaluated by the OMS clinical staff an appointment with the employee is requested. All request require a medical evaluation from OMS and the process is as follows:

1. Employee submits Ergo evaluation form and medical documentation to OMS (fax or hand delivery)
2. Medical documentation is reviewed by OMS clinical staff and appointment is scheduled with employee.
3. Employee completes medical evaluation with OMS clinical staff and findings are submitted to County Risk Management team
4. Risk Management contacts employees for onsite Ergonomic evaluation of the work station
5. Risk Management completes their onsite Ergo visit and submits their findings report to the employee, OMS, county DPM (Disability Program Manager) and the department
6. Department works with their county procurement team to purchase items requested from the final Ergo report
7. Once the ergonomic equipment is received the employee will contact Risk Management Safety Section to schedule a follow up evaluation. During the follow up evaluation the Safety Section will make appropriate adjustments and make sure the employee meets the neutral position guidelines.
8. If an employee has had a previous ergonomic assessment and the condition has not changed but maybe worsened the employee will come into OMS following all the initial steps. However, Risk Management will not come out again for an evaluation if the job functions/environment are still the same or similar.
9. If the department and or the employee has questions regarding the final report they can contact the county DPM.

**NOTE:** Items listed in the final Ergo report are in coordination with OMS clinical team and Risk Management Safety section and considered medically necessary based on each employees job essential functions and required task. Department is responsible for accommodations under \$500.00. OHR will share expenses on accommodations greater than \$500.00.