

# Request for Ergonomic Evaluation

## Individualized Work Station Evaluation (IWSE)

Individualized Work Station Evaluations are offered for a fee (\$100) to all Emory Healthcare and Emory University faculty and staff. This must be requested by an approved manager/supervisor. An Individualized Work Station Evaluation is 60 minutes in length and may include some, but not necessarily all, of the following:

- An initial consultation with leadership
- On-site evaluation of work station set-up and body mechanics of employee
- On-site recommendations for adjustments work station and/or employee body mechanics
- Preparation of results and proposed ergonomic interventions (written format)
- Referral to appropriate office(s) for assistance, if necessary
- Follow-up phases with leadership

### **Employee requesting evaluation must complete and sign the following:**

Name:

Department:

Telephone Number:

Email Address:

I would like to request an individualized work station evaluation by the Emory Faculty Staff Assistance Program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Approving Manager/Supervisor must complete and sign the following:**

Name:

Department:

Telephone Number:

Email Address:

Smart Key Code:

**\*Department will not be billed until a copy of the final evaluation report is sent to the evaluated employee and their manager/supervisor.**

I approve the amount of \$100.00 to be paid to Emory Faculty Staff Assistance Program in return for providing an individualized workstation evaluation for \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to Dawn McMillian via:**

**Fax: 404-727-7500 or**

**Email: [Dawn.M.McMillian@emory.edu](mailto:Dawn.M.McMillian@emory.edu)**