Instructions for Using the EH&S Ergonomics Database

Login to the Ergonomics Database: https://isswprod.lbl.gov/Ergo/login.asp, or
1. Click on Environment, Health & Safety Division in the A-Z Index on the LBL website
2. On the left find the section called EHS Quick Links, and click on EHS Databases
3. Click on Ergonomics Database
4. Sign in using your LDAP Userid and Password

To Request an Ergonomic Evaluation:

- Login to the Ergonomics Database, as described above.
- Click on the Request Evaluation option on the left.
- Type in the employee’s last name, select a reason for the evaluation (be sure to select Discomfort if the person is feeling any discomfort/pain at all), select the requestor, and check the Notify Supervisor box.
- Click on Request Evaluation.

To Access Ergonomic Evaluations for a Particular Individual:

- Login to the Ergonomics Database, as described above.
- Click on the Search Evaluations option on the left.
- Type in the employee’s last name, select PH for Division, and leave everything else either blank or All.
- Click on Submit below the green checkmark.
- Click on the Eval Form icon (a sheet of paper with a pencil) on the left, for the desired evaluation.

To Close Out an “Unresolved” Ergonomic Evaluation:

After implementing the corrective actions identified as Pending within an employee’s Unresolved evaluation report, the evaluation needs to be closed out following the instructions below.

- Login to the Ergonomics Database, as described above.
- To access the evaluation, click on the My Direct Reports option on the left or the Search Evaluations option as described above.
- Click on the Eval Form icon (a sheet of paper with a pencil) on the left, for the Unresolved evaluation. Scroll down to Onsite Evaluation Details.
- Unresolved issues which require corrective action are categorized as Pending. Corrective actions are listed in red.
- The supervisor is responsible for addressing all the Pending issues. That may involve purchasing specific equipment.
- When all the corrective actions are completed, change all Pending corrective actions to Completed in the pull down menus, and select the Completed radio button at the bottom.
- Click on the Save Form button at the bottom of the page.
- System generated email will be sent to the Employee, Supervisor & Safety Coordinator.