

## **Ergonomics Evaluation - Guide for Supervisors**

### **When to Request an Ergonomic Evaluation**

- When employee experiences discomfort from computer-related work activities.
- When an employee answers “Yes” to the Jobs Hazard Questionnaire acknowledging use of a computer (desktop or laptop) for an average of four (4) or more hours per day.
- When a computer user moves to a new office location (the system automatically generates the evaluation request based on a change in office location in the LBL system.)
- When new/different ergonomic equipment is installed.
- Per the union agreement, all CUE employees must have their workstation evaluation completed within the first 90 days of employment or relocation to a new workstation.
- Whenever any employee desires a preventive ergonomic evaluation.

### **How to Request an Ergonomic Evaluation**

When an employee requests an ergonomic evaluation, supervisors are required to submit a request. The following is a step-by-step procedure on how to request an ergonomic evaluation.

- Go to the Berkeley Lab Homepage, [www.lbl.gov](http://www.lbl.gov)
- **Select the A – Z Index**
- Select **“E”**
- Select **Ergonomic Evaluation Request**
- **Login** using LDAP User Name & Password
- Select **Request Evaluation Form icon** (a sheet of paper with a pencil) to the left.
- **Enter** last name of employee or employee I.D.
- Select **Reason for Evaluation**
- Select **Requested By**
- Any notes can be entered
- Click on **Request Evaluation**
- **Ergo Evaluation Request Form** will appear
- Click on **Submit**
- Your request for an evaluation has been recorded **Click OK**
- System will generate request to ES&H Ergo Database to assign evaluation