

# **Ergonomics Evaluation - Guide for Supervisors**

## **How to Close Out an “Unresolved” Ergonomic Evaluation**

When an employee requests an ergonomic evaluation, supervisors are required to ensure that the matter is resolved satisfactorily and in a timely manner. Supervisors are reminded of any outstanding (unresolved) ergonomic evaluations, via email, every 30 days within a 90-day window before the Division Director is notified. The supervisor also needs to update the “Unresolved” evaluation report and re-categorize it as a “Completed” evaluation by entering information into the employee’s evaluation form. The following is a step-by-step procedure on how to close out an “unresolved” 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 **My Direct Reports**
- Select the **Evaluation Form icon** (a sheet of paper with a pencil) to the left of the name of the employee whose evaluation they choose to update.
- Unresolved issues which require corrective action are categorized as **Pending**. The word Pending will be in red. Recommendation details will be included in the comments fields of the Ergonomic Evaluation.
- The supervisor is responsible for addressing these issues. They may involve requests to purchase specific equipment. Some equipment is available from within LBL, for example ergonomic chairs, some keyboards and trays, and pointing devices. Some equipment must be purchased from an outside vendor. Details will be included within the evaluation. The supervisor initiates the procurement request or the blanket purchase order request.
- When all suggested changes have been completed, for example a requested keyboard tray has been ordered and installed, and the new set-up checked by the ergonomic evaluator, the supervisor will close out the evaluation.
- This is done by updating all **Pending** (Highlighted in Red font) corrective actions to **Completed**, scrolling to the bottom of the page and selecting the **Completed** radio button. This will automatically close any pending corrective actions when saved.
- Click the **Save Form** button at the end.
- System generated email will be sent to the employee, the supervisor and the Division Safety Coordinator.