



## ERGONOMIC ASSESSMENT REQUEST FORM

Please return to Environmental and Occupational Health Support Services (EOHSS), Gilmour Hall 304, or Fax to 905-540-9085  
For Health Science Safety Office (FHSc) return to HSC, Room 1J11 or fax to 905 528-8539

**What is ERGONOMICS:**

The applied science that seeks to fit the job to the worker through the evaluation and design of the work environment in relation to human characteristics and interactions in the workplace.

You control the risk of injury from ergonomic factors in the same way that you deal with other safety risks. You need a process whereby you (a) identify the risk, (b) assess the level of risk, (c) eliminate or minimize the risks, and (d) monitor to make sure the risks are under control.

In an office, ergonomics applies to:

- design and organization of jobs and tasks office workers perform
- the layout of the office, including the floor plan and storage systems
- choice of office equipment such as keyboards, input devices and monitors
- set up of the office workstation such as the type of desk, chair and accessories, how they are arranged
- the office environment, including temperature, air quality and noise

### Ergonomics fits the job to the worker

<b>Name</b>	<b>Employee ID Number</b>
<b>Extension</b>	<b>Department</b>
<b>Date</b>	<b>Supervisor</b>
<b>Please describe your concern:</b>	
<b>What are your ideas to improve this job:</b>	

**Please take the opportunity to review these concerns with your supervisor and ensure your supervisor is aware of the ergonomic assessment to be scheduled with you.**

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Send completed form to: Environmental & Occupational Health Support Services, Gilmour Hall 304