

ERGONOMIC WORKPLACE ASSESSMENTS



Do you struggle with aches, pains or tingling and numbness while at your work station? We encourage you to take action before those symptoms become an injury or illness.

Two documents offered by St. Luke's can help you set up and access how your office and tools are working with and for you.

- [Information and Injury Prevention document](#)
- [Ergonomics worksite checklist](#)

If small interventions don't seem to resolve your issues the Employee Wellbeing Program can offer you a FREE ergonomic assessment. After you make your problems known to your supervisor:

1. Contact Judy Heatwole in the HR Office to schedule a worksite/ergonomic evaluation. Submit request to jheatwole@csi.edu with the following information: Name, Department, Extension, Position, Supervisor, Reason for request (i.e. issues you are having, etc.), pertinent history (i.e. back injury/surgery, etc.), and location of worksite.
2. An order for a worksite evaluation will be placed with the Center for Physical Rehab (CPR) and they will contact you for an appointment to review your worksite, body mechanics, etc.
3. When the evaluation is complete please share the outcomes with your supervisor. Some of the recommendations may have already been put in place by the physical therapist, others may require ordering supplies. Your supervisor and the Employee Wellbeing Coordinator will assist you with following-through with any further suggested changes.