



1. I'm having some discomfort I think may be related to my office set up. What should I do?

Please discuss this concern with your supervisor who will recommend the steps appropriate for you and your department **before** submitting an ergonomic request. Self Help information is available on the OSEH website at http://www.oseh.umich.edu/ergonomics_selfhelp.html

2. My supervisor agrees it's a good idea to have an ergonomic assessment. Who do I contact to request this?

You are able to submit a request for an ergonomic assessment by following these steps:

- If you are **NOT** under a doctor's care, and you are a campus or medical school employee, you may go to the following link to submit an online request:
<http://www.oseh.umich.edu/Service%20Request%20Form.pdf>
or contact the OSEH Ergonomics Program directly at 763-7704.
- If you are **NOT** under a doctor's care, but are a Health System employee, please contact Safety Management Services at 764-4427.
- If you **ARE** under a doctor's care, please contact MHealthy ergonomics consultant directly at 975-3042. You will need to obtain a prescription from your doctor before a consult can be scheduled.

3. What does an ergonomic assessment entail?

An ergonomics consultant from OSEH will visit you in your workspace to identify risk factors that may exist, make adjustments to existing equipment and develop a plan to reduce these risks.

4. How long does an ergonomic assessment take?

Usually no longer than 30 minutes.

5. Will you inform me of what changes need to be done in my workspace to improve my situation?

Yes, after your ergonomic assessment, a written report will be sent to you and your supervisor. This evaluation will include:

- Identification of ergonomic risk factors present in your work space
- Details on what changes were made and discussed during the assessment
- Recommended changes

6. What if the recommendations include using a different piece of equipment? How do I figure out what will help me?

OSEH ergonomics will work with you and your department to determine what equipment will work best for you in your workspace. This may include the ability to borrow equipment to determine if its use reduces discomfort before recommending purchase.

7. My chair is old/doesn't fit me/is uncomfortable. How do I get a new one?

Ergonomic chairs tend to be the most expensive item in an office. It is very important that you discuss your concerns with your supervisor and obtain authorization/departmental support to purchase a chair prior to contacting OSEH. OSEH does offer seating evaluations to assure a chair will fit you, be comfortable and fit within your workspace. Chairs are loaned for a one week trial. The goal is to assure fit and function prior to the department making an expensive purchase. Typically, an ergonomic assessment is required prior to participating in this chair evaluation process, although there are exceptions.

8. Can I keep the loaner chair and/or equipment until my permanent equipment arrives?

Unfortunately, no. OSEH has very limited quantity of items and has many employees to serve. The standard loan period cannot exceed 1 week.

9. Who pays for my new equipment?

The departments are asked to financially support the ergonomic needs of their employees.