



**1. What ergonomic services are available?**

- Individual 30 minute, 1:1 assessments of each staff person including a written report.
- Customized, onsite departmental training ranging in length from 30-60 minutes.
- Routine, 60 minute bi-weekly ergonomic training scheduled at OSEH location.
- Design/remodeling assistance as it relates to ergonomics only (including collaborations with Interior Design Services).
- Work Injury Prevention consultations.
- Ergonomic equipment/engineering/remodeling reviews.

**2. Is there a cost to the department for having ergonomic services?**

No. All ergonomic services through OSEH are **free** of charge.

**3. Who do I contact to arrange for these services?**

- If the employee is **NOT** under a doctor's care, and is 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 ergonomics program directly at 763-7704.
- If the employee is **NOT** under a doctor's care, but is a health system employee, please contact Safety Management Services at 764-4427.
- If the employee **IS** under a doctor's care, please contact MHealthy ergonomics consultant directly at 975-3042.

**4. Can my employees try recommended ergonomic items before we buy them?**

Yes, OSEH Ergonomics Program has many items available for loan, however, the employee must first have an individual ergonomic assessment. This will assure that use of the item reduces discomfort prior to purchase.

**5. How long can my employee's keep this loan equipment? Can they keep it until the permanent items arrive?**

Unfortunately, no. OSEH has very limited quantity of the typically loaned items and has many employee's to serve. The standard loan period can not exceed 1 week.

**6. Is there a central fund that I can access to purchase ergonomic/recommended equipment?**

Unfortunately, no. The departments are asked to financially support the ergonomic needs of their employees.

**7. Am I mandated to buy recommended equipment as outlined in an ergonomic report?**

No, however, the ergonomic professional that has provided the information has usually exhausted all other available options before recommending a purchase. Sometimes substitutions are perfectly fine, so contact the OSEH Ergonomic Program regarding your individual situation.

**8. Why should I use the OSEH Ergonomics Program?**

- Timeliness: Little to no waiting list. Efficiency allows reports to return within a week☺
- Thoroughness: Avoid fixing one ergonomic nightmare but creating another. Collaborate with a professional.
- Follow up. OSEH is committed to exceptional customer service; including following up to assure that your needs have been met.
- Quality: Don't buy stuff you don't have to. Often making small changes can have a huge impact without costing anything. When something different is needed, beware: there is a lot of junk on the market that is labeled "ergonomic". Don't spend valuable resources on trial and error when there is a professional with years of experience that could guide you.