

Michigan Department of Energy, Labor & Economic Growth  
Equal Opportunity Office  
611 W. Ottawa St., 4<sup>th</sup> Floor  
Lansing, Michigan 48933  
FAX: (517) 373-6526

## **EHM ERGONOMIC ASSESSMENT PROCEDURE**

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### Procedure:

1. The employee or their supervisor contacts the EO Office at 517/335-5824 to discuss the need for an ergonomic assessment. If appropriate, the employee is directed to complete the HR-7126, Ergonomic Assessment Request form.
2. Employee obtains medical documentation from medical provider that includes diagnosis and a request for an ergonomic evaluation or services. Employee submits medical documentation, HR-7126 form, and completed "At Risk" Disclosure form to EO Office; may be faxed to 517/373-6526.
3. EO Office completes DMB-OSE-2209, Request for At-Risk Assessment form, and sends medical documentation, disclosure form and DMB-OSE-2209 to EHM.
4. After approval by EHM, a referral is sent to the Mich. Rehabilitation Services (MRS) Accommodation Center.
5. The MRS Accommodation Center will then make a three-point contact (employee/supervisor/EO Office) to schedule an on-site assessment. The three-point contact will take place usually within about one week of the referral from EHM to MRS. A MRS rehabilitation specialist normally completes the assessment within 30 days. MRS sends the ergonomic assessment recommendation to the EO Office, the employee and supervisor.
6. After review, the EO Office contacts the bureau's personnel liaison or employee's supervisor to verify steps the bureau will take for workspace design changes, equipment ordering, and installation.
7. 30 days after workspace changes, EO Office completes a follow-up with the employee.

Any questions regarding this procedure should be directed to the EO Office at 517/335-5824.

For additional information about the EO Office, visit the website at:

<http://www.michigan.gov/dleg>. Select Inside DELEG, OHR, Equal Opportunity.