

## **Ergonomic Assessments:**

Ergonomic assessments are a function of the Employee Health Management (EHM) "At-Risk" program. The At-Risk Ergonomic Assessment Program provides State of Michigan employees expert assistance from Office of State Employer (OSE) Safety Professional/Ergonomic Specialist who analyze their workspace/workstation for known risk factors. The Safety Professional provides one-on-one training and written recommendations to enhance worker productivity, improve quality of work life, and decrease the risk for a work-related injury. Practicing good posture is also very important.

The OSE offers different ergonomic assessments besides the traditional one: [EZ Virtual Assessment](#) (work from home requests), [WorkSmart Assessment](#) (office group requests), and a Vehicle Assessment (mainly for field employees).

## **Ergonomic Assessment Procedure:**

- An employee or their supervisor contacts the HR office to discuss the need for an ergonomic assessment. If appropriate, the employee is directed to complete the [OSE-2209 Request for an At-Risk Ergonomic Assessment](#).
- The employee reads, completes, and returns the At-Risk Ergonomic Request which must have the support and signature of a licensed Chiropractor (DC), Doctor of Medicine (MD), Doctor of Nursing Practice (DNP), Doctor of Osteopathic Medicine (DO), Nurse Practitioner (NP), or Physician's Assistant (PA). A signature on the At-Risk Ergonomic Assessment Request is not required if a signed script or letter on company letterhead is attached to the request. In that case, write "see attached" on the form. A medical professional's signature is NOT required for the EZ Virtual or WorkSmart Assessments.
- The HR office receives and reviews the request for completeness. *Note: Incomplete or unsupported requests are returned to the employee with an explanation of why the documents were returned.*
- The HR office signs and forwards the request to the Office of State Employer (OSE).
- OSE receives, reviews, approves or denies the request.
- OSE Safety/Ergonomic Specialist will then make a 3-point contact (employee/supervisor/HR Office) to schedule an on-site assessment or virtual through Teams. (depending on what is requested by the employee)
- OSE Safety/Ergonomic Specialist conducts the assessment and prepares and forwards the written recommendations to the HR office with copies to the employee, and his/her immediate supervisor.
- HR works with the employee and the supervisor to discuss the recommendations and implementation.

## **How do I Request an Ergonomic Assessment?**

[OSE-2209 Request for an At-Risk Ergonomic Assessment](#)

### **Completed forms can be sent to:**

The Office of Human Resources (**LARA employees ONLY**)  
Attn: Linda Garza  
P.O. Box 30004  
Lansing, MI 48909  
Fax: (517) 284-9953

### **For Further Information Please Contact:**

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