



Ergonomic Worksite Analysis Request Form - Employer

Date of Request: _____ Site Visit: _____

Referral Instructions (See services on page 2)

To refer an employee for an Ergonomic Worksite Analysis, please complete this form entirely and return it, along with a copy of any relevant medical certifications or recent medical reports pertaining to the open workers' compensation claim or non-occupational medical condition as appropriate. We will contact you once we receive your referral and set up a site visit date with the employee and supervisor. Once our ergonomic analysis is complete, we will forward the report to all individuals checked on this form. Our reports typically take 7-10 work days unless you request it sooner. For questions or additional support, please call us at: **831-648-8724 or 831-594-8842**; email us at alisonh@worksiteinternational.com or visit www.worksiteinternational.com.

Select	Preventive - Level I	or Initial Ergo Eval (IES)	Job Analysis/Physical Demands
Evaluation	Chair Fitting Only		Home Office Evaluation
Type	Non-Occupational Medical	ADA Reasonable Accommodation (Interactive Process)	
	Match Job Function to Ability		Follow up visit (prior eval)

- Click on title to see services description -

Employee Information:

Employee Name:		Send Report:
Company Name:	Date of Injury:	
Work Address:	Diagnosis:	
E-Mail Address:	City/State/Zip:	
Job Title:	Work Phone No:	
Attorney: Yes No	Department:	

Employer Information:

Supervisor Name:	Address same as employee:	Send invoice:	Send Report:
Company Name:	Address:		
Phone:	Email:		
	Fax:		

Referring Party:

Name:	Email:	Send Report:
Address:	City:	Send Invoice:
Phone:	State:	Zip:
	Fax:	

Additional Case Notes:

Physician Information:

Physician Name:	City:	Send report:
Address:	State:	ZIP:
Email:	Phone:	Fax:



<p>Preventive Ergonomic Worksite Analysis (EWA) : (Early Symptoms; Level I or Initial Ergonomic Screen) Our Preventive ergonomic evaluations are designed for employees with no symptoms, low or moderate discomfort but have <i>no diagnosed medical condition or workers' compensation claim</i>. The service provides the basics of an ergonomic eval in the office, lab or material handling environment. It includes a brief interview with the employee to identify primary work tasks performed routinely; critical anthropometric measures relative to the employee and their workstation; review of ergonomic risk factors; education, training and quick fixes to maximize equipment placement and use to address any ergonomic risk factors. A brief report of findings and specific recommendations are provided. Onsite time: 30-60 minutes per area evaluated</p> <p align="right">Back to top</p>	<p>Job Analysis/Physical Demands: Our Job Analysis is an investigative tool that involves interviewing and observing an individual (injured worker) and/or co-workers actually perform the job. We document the essential functions, evaluate to what extent and how the work is done focusing on time and effort required. We assess the physical, sensory and cognitive/mental demands of the job, tools and materials handled in the environment performed. We document objectively using time allocation units and force/repetition requirements so that the employer, physician and insurer can determine whether the employee is fit to return to work or requires accommodation. This document assists with creating appropriate modified duty and transitioning the injured worker back to full duty. Onsite time: 2-3 hours per job analysis</p>
<p>Ergonomic Chair Fitting Evaluation: Aside from the computer, the ergonomic chair is the most important tool in the office contributing to your employee's productivity. Our onsite chair fitting service helps you identify if your employee's current chair is the right fit or a misfit; if it is being used properly to minimize discomfort; offers the quality and competency to remain on the work floor to assure safe ongoing use. Our service will advise if you should keep, repair or replace the chair in a timely manner. If the chair needs to be replaced, we will measure your employee for best fit needed for a new chair. We can select from your chair standards or identify a chair from an outside source that will meet your employee's stature, comfort and work practice needs. This evaluation includes the onsite analysis of the chair; chair education on features/function and best fit; measurements and recommendations for a new chair in a comprehensive report.(Includes vendor quote on request). Onsite time: 30 minutes</p> <p align="right">Back to top</p>	<p>Home Office Evaluation: Our Home Office Evaluation is appropriate for employees or clients who work from home. If the client has an injury or disability,a Functional Limitations Report is performed to identify the tasks and activities they feel they can/cannot do relative to their injury status. It is used in conjunction with a detailed analysis of the home office ergonomics and functional issues required of the job. This report assists the physician, employer , voc rehab counselor and insurer in determining appropriate modified and transitional work for a successful outcome in getting back to work. Onsite time: 1.5-2 hours</p>
<p>Non-occupational Medical Ergonomic Worksite Analysis: WI's Non-Occupational Medical EWA service can be prescribed by an employee's physician or requested directly by the employer to assist with accommodating an individual with a diagnosed medical condition (no workers' compensation claim). We utilize the same features found in the Preventive EWA but offer more detail specific to minimizing aggravation of the medical condition while supporting the employee in achieving the essential functions with reasonable accommodations. This evaluation is a preventive approach to FEHA/ADA and FMLA needs where there are no legal or performance factors involved. Onsite time: Approximately 2 hours</p> <p align="right">Back to top</p>	<p>ADA Reasonable Accommodation (RA) Assessment (Interactive Process) : Our ADA RA Assessment is fully compliant with FEHA/ADA and the EEOC's criteria in performing the interactive process with your employee when a reasonable accommodation is needed. Whether it is for a permanent workers' compensation injury or other medical condition or disability, this service is the best option to identify the most appropriate reasonable accommodations for a successful RTW. We work with all parties involved in the case to identify the solutions that support accommodation. We utilize our functional limitations report, ergonomic analysis, job analysis and functional job matching assessment tools to create the ADA RA Assessment report. Our legally defensible process minimizes litigation and costs for the employer while assuring a successful outcome. Onsite time: 2-3 hours</p>
<p>Match Job Function to Ability : This onsite function- matching service combines ergonomic analysis, job analysis and physical demands with onsite testing of an employee's abilities and limitations to match them to their current job's essential functions. Various tasks from the job that require exertion are objectively tested to determine whether employee passes or the task needs modification. Our analysis and report takes the guess work out of whether the employee can perform the task with or without an accommodation for the purpose of RTW, modified or otherwise. Physician must release employee to RTW for this analysis and onsite testing. Onsite time: Approximately 4 hours; 2 visits recommended</p>	<p>Follow Up Visit (to prior eval) : Our Follow Up visit assures the employer, employee, physician and insurer that the initial evaluation (preventive, MO (WC), Indemnity (WC) or other assessment was implemented to the extent feasible to achieve the expected outcomes. We review the recommendations to validate implementation, assure correct set up of all tools and educate the employee on proper use of new products provided to support SAW/RTW. We provide a report of findings and any additional recommendations to support closure of the case. Onsite time: 1-2 hours</p>