

# GVSU Request for Ergonomic Evaluation

## Individualized Work Station Evaluation

Individualized Work Station Evaluations conducted by GVSU Occupational Science and Therapy Faculty are offered at no cost to all Grand Valley State University faculty and staff. This must be requested by an approved manager/supervisor. An Individualized Work Station Evaluation is 15-20 minutes in length and may include some, but not necessarily all of the following:

- Onsite evaluation of work station setup and body mechanics of employee (typically 15-20 minutes)
- Onsite recommendation for body mechanics and/or changes to workstation
- Preparation of results and proposed ergonomic interventions (written form)
- Referral to appropriate office(s) for assistance, if necessary
- Recommendation for follow up with a primary care provider
- Follow-up phases with leadership to review equipment recommendations

*Assessments may result in equipment recommendation. The department may use its budget to cover the cost for equipment if available. The GVSU Occupational Science and Therapy Department does not diagnose or prescribe medical conditions or equipment. Equipment recommendations for diagnosed medical conditions must be managed through the GVSU Disability Support Resources office and cost for equipment is covered by individual departments.*

### Faculty or staff member requesting evaluation must complete and sign the following:

Name:

Department:

Telephone Number:

Email Address:

I would like to request a free individualized work station evaluation by the GVSU Occupational Science and Therapy Department, a collaboration with the Grand Valley State University faculty and staff Health and Wellness program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Approving Manager/Supervisor to complete and sign the following:

Name:

Department:

Email Address:

I approve a free individualized workstation evaluation for \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to Lindsey DesArmo, Health and Wellness Manager:

Fax: 616-331-3216

Email: [desarmli@gvsu.edu](mailto:desarmli@gvsu.edu)

