Overview

**Purpose:** provide policy and procedural information regarding the process of an ergonomic evaluation at the University of New Hampshire.

**Goal:** adjust the workstation to fit an individual’s needs. This includes worksite modifications for:
- Prevention of musculoskeletal disorders
- Maximizing work productivity
- Increasing overall job satisfaction.
Requesting an Evaluation:

Who may request an evaluation?

- Supervisors (for one employee or entire department)
- An individual employee
- Human Resources (following a workman’s compensation claim)

Requests are made to Occupational Health and Safety Officer Brian Cournoyer through email at Brian.cournoyer@unh.edu or telephone at 862-4761.

Or with Occupational Health and Safety Specialist Matthew Smith through email at Matthew.Smith@unh.edu or telephone at 862-4266.
Evaluation Procedure:

- Response to the request within 5 days

- The evaluation will involve a 30–45 minute visit to the worksite
  - Modifications to the worksite will be made during the evaluation if possible.

- Further recommendations for modifications will be provided in a full report.

- The requestor will be sent a copy of the official evaluation report which will include observations, modifications made, and additional recommendations.
Client’s Role Following Evaluation:

- After receiving recommendations the client selects which modifications to make.
- The client should discuss the ordering procedure with his/her department supervisor.

- The client may be responsible for ordering equipment independently—budget restrictions may be limited.

- The client is ultimately responsible for utilizing provided resources and recommendations. UNH is not liable for improper use of equipment after adequate education.
Follow-Up:

The client is encouraged to contact Brian after implementing recommendations to report on progress and any further concerns.

Formal client reports will be maintained for research purposes and tracking outcomes, as well as to further advance the Ergonomic Program.