

➤ **Promotes!**

- Safe work habits, because following the assessment, the employee will recognize the early symptoms of injuries or illnesses and basic ergonomic concepts.
- A better fitting workstation.
- Reduced illnesses and injuries.
- Reduction of back and upper extremity musculoskeletal injuries and/or illnesses.
- Increased physical well-being and employee satisfaction.
- Increased efficiency and work productivity.
- Reduced absenteeism and employee turnover.
- Reduced disability claims.
- No cost to employee for the assessment!

Reasonable Accommodations:

Evaluations of disabilities for work restrictions, limitations, alterations to the work environment or area outside the cubicle, commuting or getting to or from work or evaluating an employee's ability to perform the job, must be referred to the department's Reasonable Accommodation Coordinator rather than EHM.



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About Us, Employee Health Management

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STATE OF MICHIGAN
OFFICE OF THE
STATE EMPLOYER
EMPLOYEE HEALTH
MANAGEMENT

**At-Risk/WorkSmart
Workstation
Assessment**

**“A Better Prevention
Approach”**



What is this “Better Prevention Approach” All About?

It's really about avoiding injuries before they happen. The "At Risk" and "WorkSmart" programs are better ways to increase the safety and health of employees.

Our bodies are amazingly flexible. Often awkward postures are used to perform jobs and we know that repetition may cause "wear and tear" on specific parts of our bodies. Most employees, however, will never experience discomfort or strains while working on their computer or performing job duties.

Recognizing that employees deliver higher-quality services to the citizens when they are safe and healthy, Employee Health Management (EHM) partnered in this early intervention approach with the Disability Management Program (DM) of Michigan Rehabilitation Services (DLEG) and introduced the "At Risk" and "Work Smart" workstation assessment programs.

These assessments are the basis of the better prevention approach. The cost for providing this service to state employees is covered by EHM.

"At Risk" Evaluations:

If an employee reports discomfort at work, they can initiate an evaluation with a physician's written medical diagnosis

requesting a workstation assessment. Employees should consult their supervisor, Human Resource office designee (HR) or Reasonable Accommodation Coordinator (RAC) to schedule an evaluation.

Prior to the visit, the DM specialist will discuss the scope of evaluation with the supervisor or manager and then schedule the appointment with the employee.

The "At Risk" injury prevention approach is limited to the confines of the workstation or cubicle.

The evaluation may include an assessment of the workstation, the task chair or both. The supervisor and HR will determine the scope of the assessment before a referral to EHM is made. All referrals must be made through HR to EHM. The [Request for a Risk Assessment and Disclosure](#) form must be completed is available at <http://www.michigan.gov/ose/>, under [Forms](#).

A DM report will be sent to the employee, EHM, HR and the supervisor. The DM may recommend adjustments to the work surface height or to the layout of the office or workspace. Computer monitor, keyboard, mouse, wrist rests, copyholder, footrest or chair purchases may be recommended.

For some conditions, such as workers with visual impairments, services may include a technology assessment. The Department of Information Technology requires

EHM's approval to buy non-standard computer equipment or software.

What is "WorkSmart"?

A WorkSmart assessment is for groups of employees at the same worksite and is less detailed than the individual "At Risk" evaluation. WorkSmart may be done when an office is moving to a new location or when the department requests an office or worksite wide assessment. All referrals must be made through HR to EHM.

A WorkSmart does not require supporting medical documentation.

A group report will be sent to the supervisor, manager, HR and EHM. Recommendations are limited to low-cost ergonomic equipment, such as work surface and monitor height adjustments and the purchase of wrist and footrests.

A WorkSmart may identify individuals who need more in-depth services, due to medical or safety issues.

Responsibility:

The employee's supervisor must ensure that the recommended equipment is procured, installed and adjusted in a timely manner.

The DM specialist will provide the employee with guidance in the proper use of the equipment and understanding of prevention techniques.