



Now and Tomorrow Excellence in Everything We Do



Adjustment vs. Assessment

What is an adjustment?

An adjustment is the process of setting up and/or adjusting workstation equipment to fit the worker. This includes self-adjustment tools which are available online so employees can make basic self-adjustments to their workstation furniture and equipment. There are also Ergonomic Coaches, employee volunteers, who are trained by our Regional OHS Advisors and assist in conducting ergonomic adjustments. The Ergonomic Coaches make basic adjustments to fit the workstation equipment to the worker and note any concerns or observations based on ergonomic guidelines during the adjustment. This will ensure that all employees have access to the necessary knowledge and tools to fit their workstation to their individual needs.

Some examples of when to request an adjustment:

- I am a new employee
- I changed workstations and I want to ensure I am set up properly
- To check if my workstation is set up properly
- To review if my new equipment is set up properly

What is an assessment?

An assessment is the process of assessing an employee's ergonomic needs; setting up and/or adjusting workstation/work area equipment to fit the worker; and providing ergonomic recommendations, based on prescribed ergonomic standards. An assessment is carried out by a qualified internal or external ergo specialist who has a related background, including education, training and experience in ergonomics and holds valid industry-recognized certification. Ergonomic assessments are carried out in situations where employees have a more specific need (limitations, barriers or injuries) that is supported by a medical indication.

What is a medical indication?

A medical indication includes:

- A medical referral by a physician, physiotherapist, occupational therapist, massage therapist or chiropractor;
- a written verification from the employee's manager that he/she has been referred by a health care professional for treatment that has not yet been administered;
- a written verification from the employee's manager that the employee's personal attributes (related to physical variations that fall outside of the average, such as very tall, very short, obesity, amputation, paralysis) may impact his/her ability to perform their duties at a standard workstation.