



Now and Tomorrow
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The on-line Ergonomic Assessment Tracking Tool

The on-line Ergonomic Assessment tracking tool was developed by the National OHS Office. This tool will help the National OHS Office and the Regional OHS Advisors track the number and location of ergonomic assessment and will help identify any common ergo issues or emerging trends.

The tracking tool captures basic information from the ergonomic assessment report, such as the date of the assessment, the provider, the manager/ team leader name, the branch, region, province and workplace of the employee. However, the tracking tool excludes personal information, particularly the employee's name.

Ergo Assessment Tracking Tool

Observations

This section provides six options to capture the general observations of the ergo assessment. You may select all options that apply:

1. No observations were made
2. Some of the equipment/furniture was non-adjustable (e.g. non-adjustable armrests)
3. Some of the equipment/furniture does not function properly (e.g. seat pan lever does not work)
4. Some of the equipment/furniture is not suitable for the employee (e.g. seat pan too large for employee)
5. The employee has specific limitations/needs (e.g. the employee is very tall)
6. Workstation adjustment required and carried out

Recommendations by Ergo Specialist

Any recommendations in the assessment report should be captured here. Seven common recommendations are available, and you may select all options that apply:

1. No recommendations were made
2. The employee requires a new chair
3. The employee requires furniture/equipment (e.g. desk, keyboard, mouse)
4. The employee requires accessories (e.g. headset)
5. The design of the employee's workstation needs to be modified (e.g. desk needs to be lowered)

6. The Ergo Specialist will follow-up with the employee and/or the manager
7. The manager requested a follow-up from the Ergo Specialist

Actions Taken by Manager

This section captures the key actions taken during the adjustment. Five common actions are available, and you may select all options that apply:

1. No actions were taken
2. The manager was able to accommodate the employee
3. A request by the manager was made to DTA
4. The manager consulted with the ROHSA on the ergo assessment report
5. The manager consulted with the Ergo Specialist on the ergo assessment report

Additional Comments

A small section is available should you wish to add general comments or remarks regarding the assessment that were not captured above. Please avoid adding names or personal information.

If you have any questions, please contact your [Regional OHS Advisor](#).