HIGHLINE COMMUNITY COLLEGE

INSTRUCTIONS: Ergonomic Assessment

Complete Request for Ergonomic Assessment Form and Return to HR (Form can be found on HCC website - HR, forms, ergonomic assessment)

HOW TO COMPLETE FORM:

- Complete employee name, position or title, department and phone number where employee can be contacted.
- Complete employee concern or reason for requesting the ergonomic assessment, what prompted request.
- Provide information regarding any previous ergonomic assessments that employee has received, the recommendation and result. This information could be useful with addressing current issues.
- Sign and Date the Request Form
- Obtain your supervisor's name, phone number, signature, date and whether employee's supervisor approves or not

ADDITIONAL INFORMATION:

Highline Community College uses Solutions Northwest, specifically Janet DeLapp as an ergonomist. HCC has used them in the past and received very good results.

After receiving request for an Ergonomic Assessment, HCC HR will contact Solutions Northwest to request an assessment and provide background information. HCC then provides Solutions Northwest with employee's work phone number to contact employee to schedule a mutually convenient time for an assessment. Solutions Northwest contact information is below for your information. The cost for the assessment is paid by HCC from an established budget.

After the assessment is done, Solutions Northwest sends the report to HCC / HR Department for review. The report is then forwarded to the employee and employee's supervisor. Once the employee has had an opportunity to review the report, the next step is to discuss the options with employee supervisor and determine what adjustments can be made and / or what equipment may need to be ordered. If everyone agrees HCC will make the order. Any adjustment or equipment costs will go through the department budget.

Any equipment should be ordered by Dianna Thiele. Her contact information is also listed below. HCC's preferred provider for ergo equipment is Creative Office and the contact person is Joe, his contact information will be on the assessment report. Both Solutions Northwest and Creative Office do a good job of recommending solutions that are cost efficient.

Please contact HR at 206-592-4065 if you have any further questions or concerns.

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