

Office Ergonomics E-Ergo™ Request Form

Submit form and photos to LCOps@memic.com

Requests will be completed as promptly as possible. Request marked with "Discomfort" will be reviewed with higher priority.

Date Submitted:		Evaluated Employee's Name:	
Company Name:		Employee Email Address:	
Policy Number:		Employee Phone Number:	
Policy Contact Name:		Employee Preferred Pronoun(s):	
Policy Contact Email Address:			

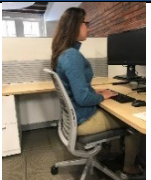
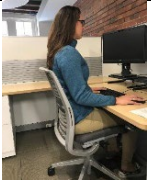

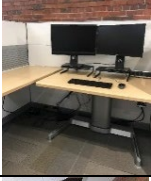
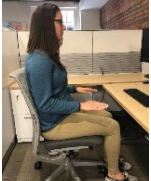
Please indicate whether this is a **preventative** evaluation or if the worker is experiencing **discomfort**: _____.

If Discomfort is selected, utilize the box below to describe the employee's symptom(s) and specific body part(s) in the space below.

Miscellaneous Questions: Do you / the employee...	Yes	No
wear bifocal/trifocal/progressive lens glasses?		
cradle the phone between ear and shoulder when using the phone and computer simultaneously		

Help us give the best recommendations possible...

- Make sure jackets/sweaters are removed from the chair back
- If the employee has a sit/stand workstation, take all photos while seated **and** standing
- Make sure to include all photos requested, feel free to send more if you feel necessary

#	PHOTOS NEEDED WITH EMPLOYEE WORKING	EXAMPLES:
1.	Profile Shot with Hands on Keyboard: <ul style="list-style-type: none"> • Employee's hands on keyboard • Hold the camera at the employee's eye level • Make sure to capture the whole body 	
2.	Profile Shot with Hand on Mouse: <ul style="list-style-type: none"> • Employee's hand on mouse • Hold the camera at the employee's eye level • Make sure to capture the whole body Note: Provide same photo with standing desk set-up, if applicable	
3.	Rear Shot: <ul style="list-style-type: none"> • Employee's hand on mouse • Hold the camera at the employee's eye level • Make sure to capture the whole body Note: Provide same photo with standing desk set-up, if applicable	
4.	Empty Desk: <ul style="list-style-type: none"> • Have the employee step away from the workstation • Hold the camera where the employee's eye level would be • Make sure to get the ground under the workstation, the workstation, and the monitors 	
5.	Staged Neutral Seated Posture Shot: <ul style="list-style-type: none"> • Have the employee back away from the desk slightly • Employee sitting in the chair, back against the chair, feet on the ground, shoulders relaxed, and elbows bent at 90 degrees 	

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