



Recommendations for Resolving Office Ergonomic Concerns

Assistance for office ergonomic concerns comes in several forms. Assistance may be provided in the form of training, tools, and other resources on setting up your office workstation. This may be in the form of email or telephone consultations using photographs, and in some cases, in-person or virtual ergonomic assessments. In most cases, concerns are resolved using this document and the [Office Ergonomics: Workstation Self Assessment](#) online form.

Part I – General Information

| | | | |
|--------------------|--|--------------------------------------|--|
| Name of Employee | | Date | |
| Job Title | | Contact Info. of Employee | |
| Department | | Location of Employee (Building/Room) | |
| Name of Supervisor | | Contact Info. of Supervisor | |

Describe the concern (symptoms, location of the body, frequency of the symptoms, date when symptoms began)?



Part II – Type of Assistance Required

Please answer the questions below. Based on your answers, recommendations are made in **Table 1** on how to resolve the identified concern.

- 1) Have you reported these concerns to your supervisor? Yes No
- 2) Does any of the following apply? You have:
 - a. Been diagnosed with a medical condition? Yes No
 - b. Require accommodation? Yes No
 - c. Have had surgery related to the current concern? Yes No
 - d. Received an office ergonomic assessment
(i.e., same office/same furniture) in the past year? Yes No
- 3) Have you taken EHS536 Office Ergonomics training within the past 3 years (this course is now available [online](#))?
 Yes No If yes, date of completion: _____
- 4) Is the concern specifically about options and features for furniture and accessories?
 Yes No



Table 1: Tier 1 Office Ergonomics Assistance

Based on your answers above, recommendations for improvement are made below:

| Question | Answer: Yes | Answer: No | Recommendation Completed? |
|--|---|---|---|
| 1) Have you reported these concerns to your supervisor? | No action required. | All staff should report health and safety concerns to their supervisor. If the answer is “no,” it is recommended that you speak to your supervisor. | <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable |
| 2) Does any of the following apply? You have: a. Been diagnosed with a medical condition? b. Require accommodation? c. Have had surgery related to the current concern? d. Received an office ergonomic assessment in the past year? | Contact Health and Well-Being for assistance. | Continue to Question 3) | <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable |
| 3) Have you taken EHS536 Office Ergonomics training within the past 3 years (this course is now available online)? | <ul style="list-style-type: none"> • Complete the online form: Office Ergonomics: Workstation Self-Assessment • If needed, review other tools available on the EHS Ergonomics website. • It may take 3-4 weeks before you notice a change. | <ul style="list-style-type: none"> • Take the online EHS536 Office Ergonomics course. • Upon completion of the course, follow recommendations under the “Yes” answer. | <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable |



| Question | Answer: Yes | Answer: No | Recommendation Completed? |
|--|--|---------------------|---|
| 4) Is the concern specifically about options and features for furniture and accessories? | <ul style="list-style-type: none"> • Review the Office Ergonomic Standard or the Ergonomic Product Listing on the EHS Ergonomics website. EHS only provides consultation on standard items covered by these documents. • EHS does not provide recommendations on specific brands but provides examples on the website. • Please speak with your supervisor regarding new furniture and accessories. | No action required. | <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable |

Part III – Tier 2 Additional Assistance Request

When you have completed the Tier 1 recommendations above and the issue continues to persist:

- 1) Send a completed copy of this form and a copy of your [Office Ergonomics: Workstation Self-Assessment](#) (online form) to EHS (ehs.office@utoronto.ca).
- 2) Send photographs of yourself working at the computer.
- 3) EHS will evaluate the photos and the Tier 1 recommendations that have been implemented and determine what type of assistance is required. This may be in the form of an email/telephone consultation using photos or an in-person or virtual (i.e., MS Teams) ergonomic assessment.