

Wellesley College Request for an Ergonomic Evaluation

Ergonomics is the scientific study of human work, and considers the physical and mental capabilities and limits of the worker during interaction with tools, equipment, work methods, tasks, and the working environment. The goal of an evaluation is to identify and correct ergonomic hazards in the work place. Hazards can be caused by work tasks, work stations, or a combination of both.

Please fill out this form completely and forward to the Environmental Health and Safety Office in the Trade Shops Building.

Name: _____ Phone: _____

Department: _____ Bldg: _____

Work Location(s): _____ Position: _____

Reason for Request: _____

What part of your job do you think contributes to the issue? _____

Do you have any recommendations that might correct the issue? _____

How long have you been at this job: _____

Any other information that might be helpful? _____

Please provide a copy of this request to your supervisor and fill out the following:

Supervisor Name: _____ Ext: _____

Thank you!