Safety Tip Sheet – Ergonomics

Faculty, staff or students concerned about the setup of their work stations have several Environmental Health and Safety (EH&S) resources they can turn to for help. EH&S often finds that simple adjustments to office, laboratory or clinic furniture and equipment set-ups can resolve most issues. To address any ergonomic concerns, please follow the steps below:

1. Report your concern to your manager or supervisor.

2. Take the online Ergonomics Self Evaluation assessment to determine what adjustments you need to make to your work station. If you are incapable of taking the online assessment, please contact EH&S at 314-362-6816.

3. If working in a laboratory, also complete the Laboratory Ergonomics Self-Evaluation Checklist, which can be found at this link.

4. Ergonomics training for laboratory employees is found at this link.

5. Information on the University’s Ergonomic Guidelines can be found here.

6. After adjusting your workstation per the self-evaluation checklists’ guidance, if problems persist, complete a Report of Injury or Illness Form and then contact EH&S for a consultation.

7. If needed, the Insurance and Risk Management Office, Human Resources (HR) and EH&S may seek assistance from the University’s Occupational Medicine Provider.