

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.