**PURPOSE:**

Decrease the risk of worker’s compensation claims by ensuring our workstations are fit to our employees.

**POLICY:**

Newly hired employees, and those transitioning to new positions should have ergonomic assessments performed within the first two weeks of their begin date in their position. Managers should call Northern Physical Therapy (NPT) to schedule the employee for the assessment.

Current employees requesting ergonomic assessments will be required to complete the Ergonomic Survey. Employees will contact Human Resources to request the Ergonomic Survey. Once the Survey is completed the employee’s manager will call NPT to schedule an ergonomic assessment. Managers are responsible for emailing the Ergonomic Survey to Human Resources. Human Resources will forward the ergonomic survey to NPT via email. Two hours will be blocked off to allow for the assessment and documentation; times will vary with each employee.

In the interest of safety, ergonomic assessments are required for employee’s returning to work after an illness, injury or surgical procedure. Managers will contact NPT to schedule an ergonomic assessment within the employee’s first week back to work.

If there is more than one ergonomic assessment required within the department the manager should contact the Athletic Trainer to coordinate the best way to handle the volume of employees requiring assessments. The Athletic Trainer will coordinate with NPT for scheduling and blocking off the allowed amount of time for assessments and documentation.

All completed ergonomic assessments will be uploaded into the employer’s Human Resources Information System (HRIS) – Paylocity (Employment tab) and the Self-Service Portal

Outside of NVRH, local businesses and other companies requesting ergonomic assessments will be scheduled by the NPT office staff. The manager of the company is responsible for contacting NPT for scheduling. Travel time will be included in the time blocked off for the ergonomic assessment and documentation. For scheduling purposes, NPT will need the Company Name, Manager’s Name, Billing Address, Physical Address and Employee Name.

The cost of each ergonomic assessment will be $100 per employee.

The Athletic Trainer is responsible for NPT’s monthly billing for local businesses and other companies. NPT billing will be sent to NVRH Finance Department.

Human Resources Department: Telephone: (802) 748-7949 or Email: hrassist@nvrh.org

NPT Contact Information for scheduling ergonomic assessments: (802) 626-4224