Risk Assessment Tools for Office Ergonomics Programs

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Assessment Methods in Office Ergonomics

Depending upon the budget and the program goals, the assessment methods can and will vary among employers.
Reactive Programs

Trigger: Discomfort and/or Injury Report

Methods:
• Usually involve one-on-one assessments by O.T., P.T., or Ergonomist
• May utilize on-line assessment tools developed internally or externally
• Remote sites may involve video, still photos and/or phone triage process

Result: Can reduce the severity of the existing concern but usually has no impact on reducing injury frequency
Proactive Programs

Trigger: Based on risk determination of individuals and/or facilities/equipment/job changes

Methods:

- One-on-one assessments by professionals with written reports
- Group training with hard and/or soft copy self-assessment tools and follow-up evaluations of high risk employees
- Internally developed and maintained intranet products with follow-up information, evaluation, and tracking/reporting
- Externally developed and maintained web-based risk assessment and training products with follow-up information, tracking and/or evaluations (as needed)

Results: Reduce frequency and severity of injuries

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Service and Product Considerations

- Assessment Quality and Consistency
- Training Elements (i.e. risk factors, injury causation, proper posture, workplace set-up, work practices techniques)
- Availability (local, regional, national, international)
- Usability (i.e. how do employees like it?)
- Maintainability (i.e. upgrades)
- Tracking and Reporting Elements
- Cost (initial and annual)
## Ranking Method

<table>
<thead>
<tr>
<th></th>
<th>Relative Importance 1-10</th>
<th>Quality Ranking 1-5</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Quality</td>
<td>10</td>
<td>3</td>
<td>30</td>
</tr>
<tr>
<td>Training Elements</td>
<td>5</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>Availability</td>
<td>7</td>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td>Usability</td>
<td>8</td>
<td>4</td>
<td>32</td>
</tr>
<tr>
<td>Maintainability</td>
<td>7</td>
<td>3</td>
<td>21</td>
</tr>
<tr>
<td>Tracking/Reporting</td>
<td>10</td>
<td>2</td>
<td>20</td>
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<tr>
<td>Cost</td>
<td>7</td>
<td>5</td>
<td>35</td>
</tr>
<tr>
<td>7 Rated Elements</td>
<td>10 (high)</td>
<td>5 (high)</td>
<td>167 of 350 Possible Points</td>
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</tbody>
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QUESTIONS?

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