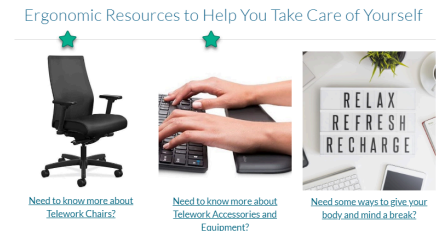
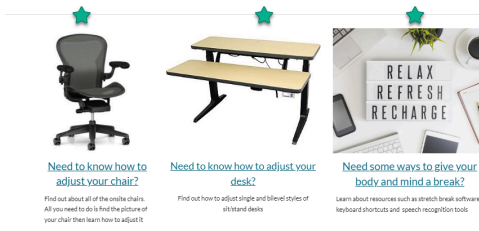
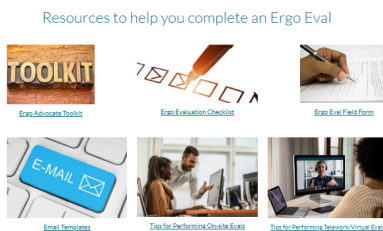
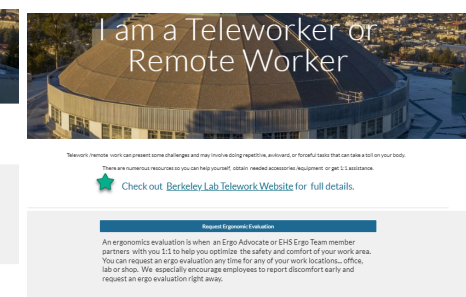
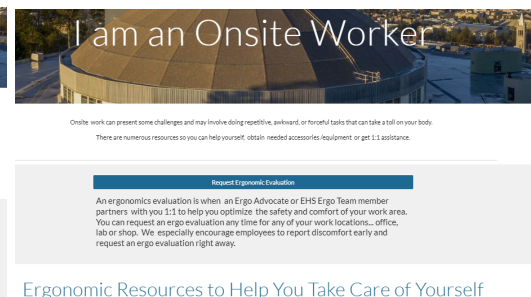
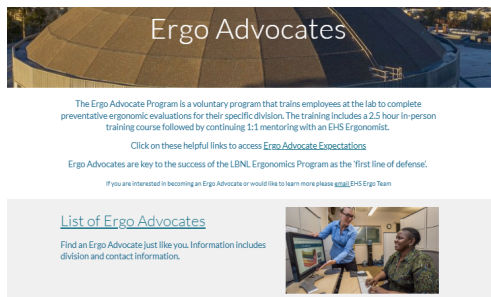
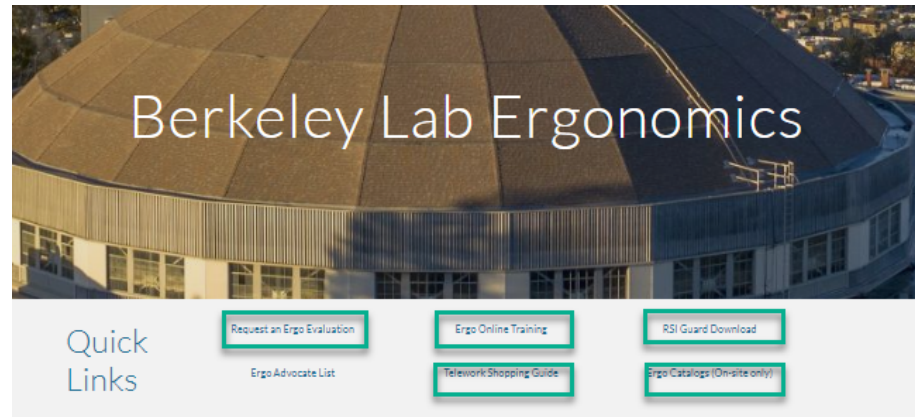


ERGO ADVOCATE TOOLKIT

WEB RESOURCES

Recommend bookmarking and getting familiar with each

Ergo website: **ergo.lbl.gov**.... lots of stuff to see we hope you looked around at some of the resources



ERGO DATABASE

Requesting an ergonomics evaluation- Ergo Database

You can go to **ergoeval.lbl.gov** or click on the Quick links found on the ergo.lbl.gov home page: 'Request an Ergo Evaluation' or 'Ergo Database'.

You can request an evaluation on behalf of employees who need an ergo eval. The Ergo Database is used to document results of the eval and indicate any 'actions pending' that are needed to address an employee's ergonomic issues.

ERGO DATABASE

- My Evaluations
- Request My Evaluation
- Request Evaluation
- Manage Users
- Search Evaluations
- Admin Status Screen
- Eval Status Screen
- Reports
- Group Email
- Ergo Profile
- Ergo Checklist
- Ergo Catalog

Help Topics

- [Supervisor Guide](#)
- [Advocate Guide](#)
- [Employee Guide](#)

ERGO DATABASE

- My Evaluations
- Request My Evaluation
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- Ergo Catalog

Use the form below to request an evaluation for someone other than yourself. If the employee works in multiple work environments, e.g., computer/office, computer/home, etc... you must request multiple/separate evals and indicate the "Type of Evaluation" in each case.

ERGO Evaluation Request Form

1	Last Name or Employee ID:	<input type="text"/>
2	Requested By:	--Select--
3	Reason For Evaluation:	--Select--
4	Type of Evaluation:	--Select--
5	Send email?	<input checked="" type="checkbox"/>
6	<input type="button" value="Request Evaluation"/>	

Type of Evaluation Definitions: 4

- Computer/Office ...need help with your primary office computer setting
- Computer/Home...need help with your home office computer setting
- Computer/Laptop...need help with your office computer setting because you don't have external keyboard/mouse or monitor
- Computer/2nd Office...need help with your office computer setting in a 2nd office at the Lab
- Laboratory...need help with your laboratory work setting or tools
- Material Handling...need help with your material handling work setting or tools
- Shop/ Maintenance... need help with your shop work setting or tools

Step 1: Enter Last Name or Employee ID
Step 2: Use drop down menu to select proper 'Request by'
Step 3: Select 'Reason for Eval' Note: this is importance since preventative and home evals will be routed to the designated Division Ergo Advocate. All others will get routed to the EHS Ergo Team.
Step 4: Select proper 'Type of Eval'. Use the definitions below to help you decide.
Step 5: Send email? IF the box is checked an email notification will be sent to the employee, supervisor and Ergo Advocate. You can uncheck it if you do not need to send out notifications i.e. when you have already scheduled/ conducted the ergo eval and now you just want to document the results.
Step 6: Press 'Request Evaluation'

Searching an ergonomics evaluation- Ergo Database

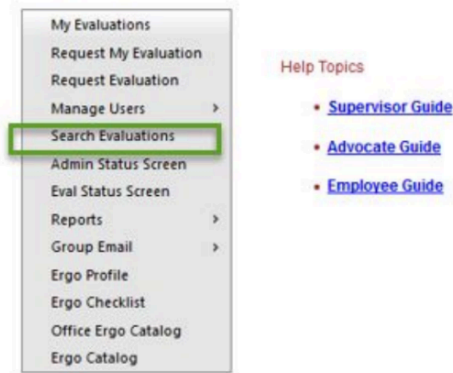
You can go to ergoeval.lbl.gov or click on the Quick links found on the ergo.lbl.gov home page: 'Request an Ergo Evaluation' or 'Ergo Database'. The Ergo Database is where ergo evals are requested, searched, entered and updated

You may want to use the 'Search Evaluations' feature of the Ergo Database for several reasons including:

1. Search for an employee's name.
 - a. You can review all of the eval history for a particular employee
 - b. You can access a recent eval request to complete your documentation after you completed an evaluation for an employee
2. Search for your name as the evaluator
 - a. See what evals have been assigned to you
3. Run reports ie. by a division, time frame, etc...

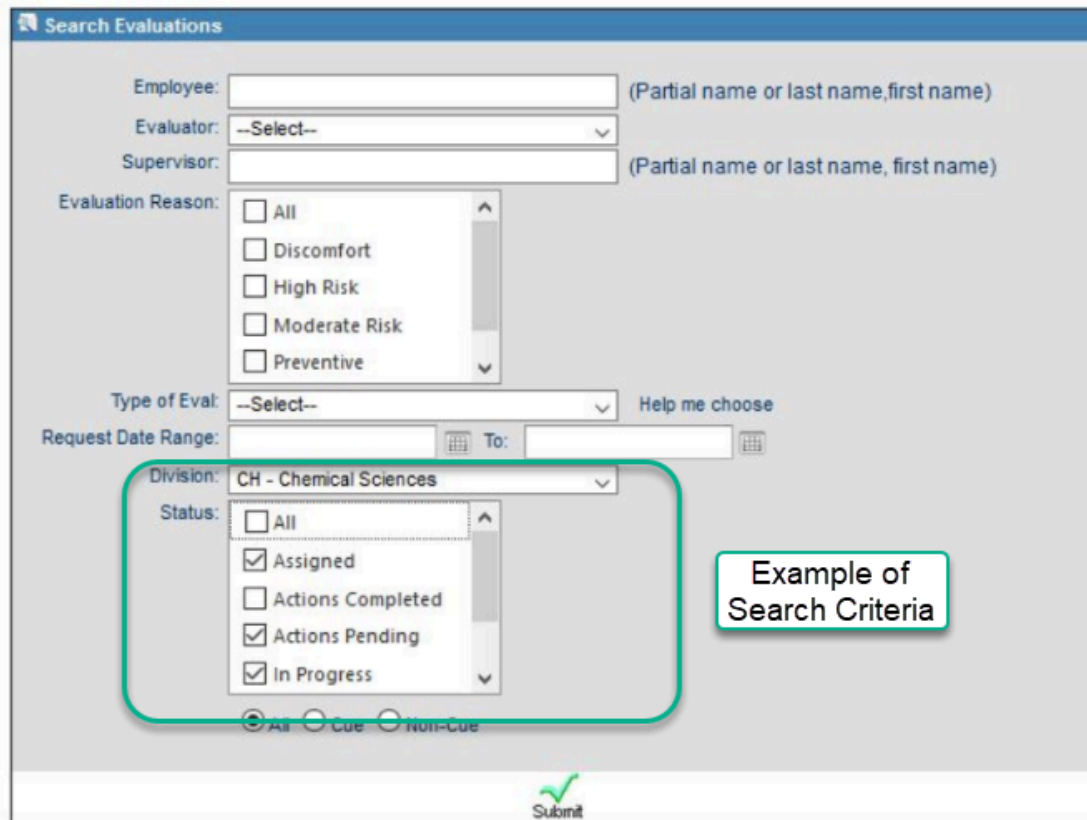
Example of how to use 'Search Evaluation' tool:

1. Go to Search Evaluations



2. Enter Search parameters shown below and select "Submit"

- My Evaluations
- Request My Evaluation
- Request Evaluation
- Manage Users >
- Search Evaluations**
- Admin Status Screen
- Eval Status Screen
- Reports >
- Group Email >
- Ergo Profile
- Ergo Checklist
- Office Ergo Catalog
- Ergo Catalog



Search Evaluations

Employee: (Partial name or last name, first name)

Evaluator:

Supervisor: (Partial name or last name, first name)

Evaluation Reason:

- ☐ All
- ☐ Discomfort
- ☐ High Risk
- ☐ Moderate Risk
- ☐ Preventive

Type of Eval: [Help me choose](#)


Request Date Range: To:

Division:

Status:

- ☐ All
- ☒ Assigned
- ☐ Actions Completed
- ☒ Actions Pending
- ☒ In Progress

☒ All ☐ Cue ☐ Non-Cue

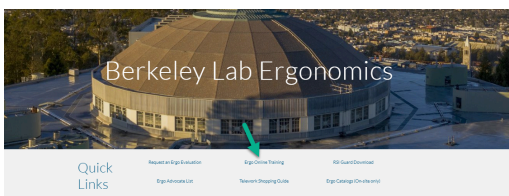


Example of
Search Criteria

CORITY-ONLINE ERGO TRAINING

In addition to taking the ergo training courses Ergo Advocates can access an Administration portal to obtain helpful information about employees risks and issues.

Searching online training (EHS54/58/59)



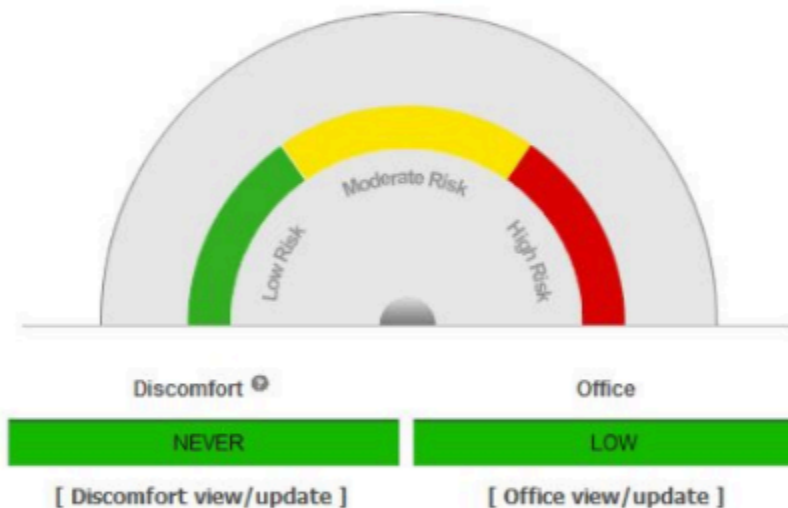
You can go to ergo.lbl.gov and access it on home page via Quick Links: 'Ergo Online Training'

Ergo Advocates can utilize this system to search for someone's online self-assessment profile to see the specific issues employees identified that contributed to their high, medium, or low risk rating. You can also update their profile and/or add notes. This information can be helpful when doing ergo evals so you can target the specific issues employees have self-identified. You can also run reports. The below screen captures highlight some of the more common tasks Ergo Advocates can perform using this system. If you would like training for additional information/reports please contact EHS Ergo Team.

When you log in you will be on 'My Dashboard'. This is your personal information. You will see your Discomfort and Office Risk Level as well as the training courses.

Note You will not see EHS 59 (Initial Ergo Self Assessment and Training), except as a new employee. Once you complete it then it no longer is shown. Everyone at the lab sees this page

N/A

**RECENT ACTIVITY**

When	Activity
31 days ago	finished all on-line training / content
32 days ago	finished all on-line training / content
32 days ago	gotten past initial assessment (1st part of on-line program)
49 days ago	finished all on-line training / content
75 days ago	visited issue resolution

Berkeley Lab Training Courses:**EHS0058-Annual Refresher Ergo Self-assessment**

Since you have previously completed EHS0059, Ergo Self-assessment & Training, you are only required to take the 10-minute Refresher, EHS0058. If you have recently MOVED (changed your work location), this is the Self-assessment you must complete.

last completed 09-Jul-20

[Continue Session Started on 03-Aug-20](#)[Or start a new session](#)**EHS 0054 Ergonomics Telework Training**

It is important to ensure you can work safely while teleworking. This training course will provide information and ask you questions about your specific telework situation. This training course is only required for employees who telework..

last completed 10-Jul-20

[Continue Session Started on 14-Jul-20](#)[Or start a new session](#)

Home

Messages

Issue Resolution

Desktop Summary

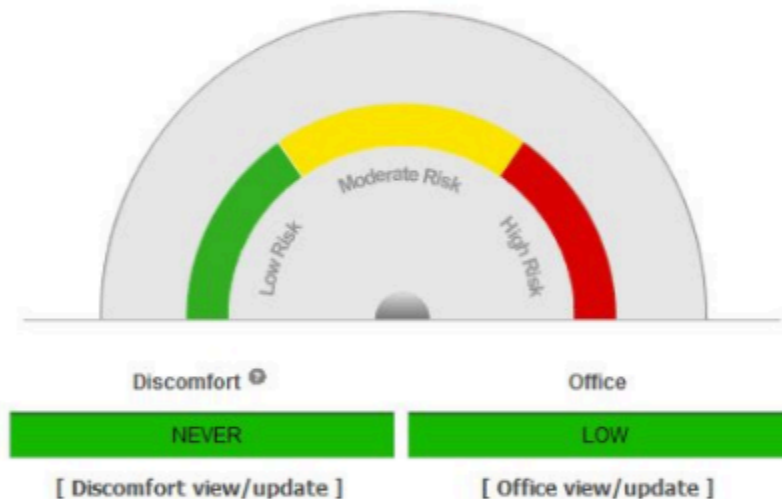
Dashboard

Ergo Advocates also have access to 'Administration' view



Current Overall Risk ⓘ

N/A



RECENT ACTIVITY ⓘ

When	Activity
31 days ago	finished all on-line training / content
32 days ago	finished all on-line training / content
32 days ago	gotten past initial assessment (1st part of on-line program)
49 days ago	finished all on-line training / content
75 days ago	visited issue resolution

Berkeley Lab Training Courses:

EHS0058-Annual Refresher Ergo Self-assessment

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last completed 09-Jul-20

Continue Session Started on 03-Aug-20

[Or start a new session](#)

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last completed 10-Jul-20

Continue Session Started on 14-Jul-20

[Or start a new session](#)

My DashboardAdministrationPeopleReportingMy Settings



Helpful Files & Links

Preview OES Emails

My Recent Items

- Aaron Garrett
- James Bishop
- Lauren Washburn
- Melanie Alexandre
- Robert Kostedki

Last Employee List

Find A Person

First Name

Last Name

Email Address

Employee ID

Search

Add Person

In the Administration View you can use the 'Find a Person' to look up and employees self assessment profile or use the 'Reporting' table to run various

Enviance support

800-776-5545
support@remedyinteractive.com

Modify Announcement

Program Highlights

Enterprise-wide :

High risk population has been reduced by **72%** (initially: 1,652 people)
61% of your OES population (8,681 people) are under active program management


» » Learn more in the reporting section

System Information:

Most Recent HR Data Import File Processed On: **08 Aug 2020**

My Dashboard
Administration

Home
People
Reporting
My Settings



Employee Summary
Jonathan Cabrera: Summary Report

You can examine the full details of the issues and facts by clicking either of these buttons

Employee Summary

HR Profile
Issues & Facts
Activity Log
Email Log
Email Employee
Notes Log
Recommendations
Desktop Summary & Actions

Risk Summary
View Issues & Facts

Overall
Discomfort: Never
Risk: Low


Key Activities Completed
View Activity Log

Date	Activity
13-Jul-20	-- finished the on-line program (Telework Assessment)
10-Jul-20	-- finished the on-line program (Telework Assessment)
10-Jul-20	-- finished the on-line program (Telework Assessment)

- You can do several things on this page:
1. Preview and Print Current Issues & Facts. This can be helpful to have when you are meeting with a customer so you can see how they answered the questions and what potential issues they identified.
 2. You can click on 'Issues Impacting Risk' to get a shorter list of just the items that are impacting an employee's risk level.
 3. You can see all of the details of each issue: green checks = okay & red/yellow dots = items that contribute to the risk level.
 4. You can also 'modify' an issue after you help the employee make changes to their set up to reflect the current values after you have helped them make changes.
 5. 'Notes Log' allows you to document any changes or notes.

My Dashboard
Administration

Home
People
Reporting



Jonathan Cabrera:

Employee Summary
HR Profile
Issues & Facts
Activity Log
Email Log
Email Employee
Notes Log

Overall
Discomfort: Never
Risk: Low

Behavioral and Ergonomic
Risk: Low

Behavior Issues	Current value	Identified	By	Notes
Cradles Phone	Does not commonly cradle phone	17-Sep-18	Jonathan Cabrera	
Head and Neck Posture	Neutral head and neck posture	17-Sep-18	Jonathan Cabrera	
Back Position	Neutral back position	21-May-20	Jonathan Cabrera	
Breaks	Takes breaks once every hour	01-Jun-18	Jonathan Cabrera	

Tip for using 'Issues Impacting Risk':

Home People Reporting My Settings

Issues Impacting Risk

'Issues Impacting Risk' highlights the reasons for the risk rating. These are good to discuss with the employee and modify once changes have been made. Also, you can do a screen capture of this info to share with the employee via your email correspondence

Preview and Print Issues Impacting Risk

Employee Summary
HR Profile
Issues & Facts
 Current
 Current & Historical
 Issues Impacting Risk
Activity Log
Historical View
Email Log
Email Employee
Notes Log

Overall Discomfort: Frequent Risk: Low

Behavioral and Ergonomic Risk: Low

Behavior Issues	Current value	Identified	By	Notes
Reaching To The Side	Moderate reaching to the side	31-Aug-21		

Ergonomic Issues	Current value	Identified	By	Notes
Notebook Computer Use w/o External Devices	Notebook computer use w/o external devices 10-20 hrs/wk	31-Aug-21		
Document Holder	Commonly views documents lying flat on desk	31-Aug-21		

Send employees emails from Cority System

1. You can use the 'Find A Person' feature detailed above to get access to a specific employee's profile.
2. You can either use the 'Send Email' feature or click on the employee's name.

Find a Person

Results Options

Send Email

Results

	Name	Employee Id	Issues	Risk (Current)	Discomfort (Current)	Latest OES Training
<input checked="" type="checkbox"/>	Melanie Alexandre	020168	0	Low	Never	02/11/2021


You can check the box next to the person's name then press 'Send Email' button OR Click on the person's name

Home

People

Reporting

My Settings



You can click on 'Email Employee'

Employee Summary

Melanie Alexandre: Summary Report

Employee Summary

HR Profile

Issues & Facts

Activity Log

Historical View

Email Log

Email Employee

Notes Log

Recommendations

Desktop Summary & Actions

Risk Summary

View Issues & Facts

Overall

Discomfort: Never

Risk: Low

Key Activities Completed

View Activity Log

Date	Activity
30-Jun-22	started node activities
24-Feb-22	started node activities
31-Jan-22	completed a Risk Profile Update (Office)

Recent Notes

View / Add To Notes Log

3. You can include the relevant details and then send the email.

Send To: Melanie Alexandre

Example of email

☐ Send a pre-fabricated email:

Please select...

From: (Your own email address)

To: Melanie Alexandre

Cc:

Cc:

☒ Send a copy to supervisor, if known
Supervisors will only be Cc'd on emails sent to their employees.

You can choose to check this box if you want to include the supervisor

Subject: [High Risk] Ergo Self Assessment- Assistance is Available

Attachments:

[upload multiple]

Choose File No file chosen

You can attach a copy of the issues impacting risk or take a screen capture and copy/paste directly in the text of the email below

Helpful Files: Select File

Text:

Hello,
I am your Ergo Advocate. I am happy to assist you. Your recent online ergo profile indicated you are [high risk]. Below are the issues that are impacting your high risk profile. [attach a copy of issues impacting risk]. Please let me know if you would like my assistance. I can schedule an inperson or virtual ergo eval with you.

A **B** *I* U | [List Icons] | [Link Icon] [Image Icon] | [Word Icon] [Image Icon]

Fields

Send To: Melanie Alexandre

Cancel


Press the 'Send To:' button to send the email.


RSI Guard


Found at software.lbl.gov- IT Supported Downloads


Break reminder software available for Mac and PC users. There are various customizable features including: BreakTimer, Stretches, ForgetMeNots(microbreaks), AutoClick, KeyControl(keyboard shortcuts)


Click [here](#) to access the latest details and information about RSI Guard.


**RSI GUARD**
BY cority ENVIVANCE


BreakTimer


ForgetMeNots


AutoClick


KeyControl


ErgoCoach

Tools & Settings

Advanced BreakTimer Settings [Help](#)

Break Timing

Interaction Style

Stretches/ Videos

Work Restrictions

Scheduled Breaks

Filters

Help Me Decide

Average Break Length:

3m 25s

Short Medium Long

Average Break Frequency:

59m

More frequent Less frequent

Break Frequency varies based on your typing/mousing activity levels:

☐ Be extra sensitive to my mousing activity

☐ Be extra sensitive to my typing activity

Min/Max time between breaks:

☒ Require a minimum 15 minutes between breaks.

☒ Require a maximum 180 minutes between breaks.

Set to Recommended Values

Normally, the "maximum minutes between breaks" setting accounts for natural rests you take. Even if the maximum time has elapsed, a break won't be suggested if you take a long natural break.

☐ Suggest a break after maximum time even if I take a long natural break.

Define Minimum Length:

Force breaks to be at least 0 minutes