

Ergo Advocate Expectations

The Ergo Advocate Program is a voluntary program that trains employees at the lab to complete preventative office ergonomic evaluations for their specific division.

Training

The training includes a 2.5 hour in-person training course followed by continuing 1:1 mentoring with an EHS Ergonomist.

Expectations

- Complete in person Preventative, Moderate Risk, High Risk, and Office Move Ergonomics evaluations assigned to you. This can include:
 - Scheduling with person being evaluated
 - Providing recommendations on ergonomic enhancements and equipment
 - Providing instructions for ordering recommended equipment
 - Following up with person being evaluated in person, virtually, and/or via email
 - Coordinating with EHS Ergonomics Team for Ergo Display Room visits
- Complete Telework Preventative, Moderate Risk, High Risk, and Move Ergonomics evaluations assigned to you. This can include:
 - Scheduling with person being evaluated via Zoom
 - Requesting photos of telework set up
 - Providing recommendations on ergonomic enhancements and equipment; typically from the Telework Catalog
 - Providing instructions for ordering recommended equipment
 - Following up with person being evaluated virtually and/or via email
- Document and update in person and telework Ergonomic Evaluations in the Ergo Database
- Update employee's online risk profile as needed. This is typically done after evaluation has been completed to address issues identified during the online training or annual self-assessment
- Refer person being evaluated to the EHS Ergonomics Team for reported discomfort or complex issues
- Obtain assistance from the EHS Ergonomics Team for equipment outside the telework catalog (i.e., tables, sit-stand converters, stools, etc)
- Attend Ergo Advocate Meetings arranged by their Division

Other Possible Expectations:

Some Ergo Advocates may have additional Division specific tasks that may include:

- Coordinate/facilitate meetings with all of the Division Ergo Advocates
- Run Division reports from Cority and Ergo Database
- Provide management updated metrics and data about Division's Ergo Program
- Coordinate and re-assign ergo evaluations to other Division Ergo Advocates