

## Process for Ergonomic Evaluations

In an effort to improve workplace productivity, performance, and reduce risk factors that can lead to musculoskeletal injuries the county has an Ergonomic evaluation program. The evaluation program allows for risk factor assessment and intervention to decrease the risk of injury/illness, enhance worker productivity, and improve quality of work life.

Before an ergonomic accommodation can be processed, employees must first submit medical documentation to OMS (Occupational Medical Services) from their healthcare provider on the provider's letterhead that the employee has a medical diagnosis. Once medical documentation has been received and evaluated by the OMS clinical staff an appointment with the employee is requested. All requests require a medical evaluation from OMS and the process is as follows:

1. Employee submits Ergonomic evaluation form and medical documentation to OMS (fax 240-777-5132, hand delivery, or email Medical Info OMS [MedicalInfo.OMS@montgomerycountymd.gov](mailto:MedicalInfo.OMS@montgomerycountymd.gov))
2. Medical documentation is reviewed by OMS clinical staff and appointment is scheduled with employee.
3. Employee completes medical evaluation with OMS clinical staff and findings are submitted to County Risk Management team.
4. Risk Management contacts employees for onsite Ergonomic evaluation of the workstation.
5. Risk Management assigns ergonomic training to the employee which must be complete before the evaluation is scheduled.
6. Risk Management completes their onsite Ergonomic visit and submits their findings report to the employee, OMS, county DPM (Disability Program Manager) and the department.
7. Department works with their Worksite Safety Coordinator (WSC) or Ergonomics coordinator to purchase items requested from the final Ergonomic report.

**Note:** This process involves contacting the vendor and reviewing the employee's specific needs. Risk Management will answer questions about types of appropriate equipment. The final selection and purchasing is done by the employee and their department within county appropriate equipment guideline.

8. Once the ergonomic equipment is received and installed, the employee will contact Risk Management Safety Section to schedule a follow up evaluation to complete the ergonomic evaluation process. During the follow up evaluation the Safety Section will make appropriate adjustments and make sure the employee meets the neutral position guidelines.

9. If an employee has had a previous ergonomic assessment and the condition has not changed but maybe worsened the employee will contact OMS following all the initial steps.
10. Risk Management will not come out again for an evaluation if the job functions/environment are still the same or similar.
11. If the department and or the employee has questions regarding the final report, they should contact Risk management to review the final report @ [RiskManagement.Finance@montgomerycountymd.gov](mailto:RiskManagement.Finance@montgomerycountymd.gov)
12. Ergonomic evaluations once completed are valid during the entirety of employment in the County. Replacement equipment or additional equipment does not require a follow-up evaluation and should be addressed directly with the employee's supervisor.

**NOTE:** Items listed in the final Ergonomic report are in coordination with OMS clinical team and Risk Management Safety Section and considered medically necessary based on each employee's job essential functions and required task. Departments should contact Risk management for list of county approved vendors.

To ensure clarity and consistency in the funding of employee accommodations, see the following cost-sharing policy:

- **Department Responsibility:** Departments are responsible for the full cost of accommodations up to \$500.
- **OHR Cost Share:** For accommodation costs exceeding \$500, OHR will share up to 50% of the remaining balance.

**Example:**

If an ergonomic chair costs \$1,500, the department will pay \$1,000, and OHR will contribute \$500.

**Process:**

1. Once the accommodation item(s) have been delivered and implemented, the department must send a copy of the paid invoice to OHR.
2. OHR will provide the appropriate cost codes for the department to charge against.
3. Invoices should be submitted to: [Invoices.OMS@montgomerycountymd.gov](mailto:Invoices.OMS@montgomerycountymd.gov)