Wellesley College Environmental Health & Safety
Ext. 3882

Wellesley College Request for an Ergonomic Evaluation

Ergonomics is the scientific study of human work, and considers the physical and mental capabilities and limits of the worker during interaction with tools, equipment, work methods, tasks, and the working environment. The goal of an evaluation is to identify and correct ergonomic hazards in the work place. Hazards can be caused by work tasks, work stations, or a combination of both.

Please fill out this form completely and forward to the Environmental Health and Safety Office in the Trade Shops Building.

Name: ______________________________ Phone: ____________________
Department: __________________________ Bldg: ______________________
Work Location(s): _____________________ Position: ____________________
Reason for Request: _________________________________________________
____________________________________________________________________
____________________________________________________________________
What part of your job do you think contributes to the issue? ____________________
____________________________________________________________________
Do you have any recommendations that might correct the issue? ________________
____________________________________________________________________
How long have you been at this job: _______________________________________
____________________________________________________________________
Any other information that might be helpful? _________________________________
____________________________________________________________________
____________________________________________________________________

Please provide a copy of this request to your supervisor and fill out the following:
Supervisor Name: ________________________________ Ext: ____________

Thank you!

Revised 04/2020