

# ERGO-SMART REQUEST FORM - Ergonomic Evaluation

## Maricopa County Employee Benefits Division

Date Received

Service(s) Requested:

**(1) Individual work station evaluations (Approximately 1 hour each)** \_\_\_\_\_

Please list individual names below in order of priority:

**Please Mark One Only**

Please designate if the individual evaluation is:

Preventative (P), Medical /Industrial (M/I),  
Safety Related (S) or Equipment/Furniture Request (E/F)

1. Name: _____	Phone # _____	P	M/I	S	E/F
2. Name: _____	Phone # _____	P	M/I	S	E/F
3. Name: _____	Phone # _____	P	M/I	S	E/F
4. Name: _____	Phone # _____	P	M/I	S	E/F

**Preventative** - Defined as an evaluation for an employee with no major medical symptoms aggravated by work, but may have normal aches and stress, and want their workstation checked for correct set-up.

**Medical/Industrial\*** *see below* - Defined as an evaluation where the employee is experiencing medical symptoms related to work and may or may not be seeing a physician OR an evaluation requested due to a Workers Compensation Claim.

**Safety Related** - Defined as an evaluation due to broken chairs or unsafe furniture and/or equipment.

**Equipment / Furniture Requested** -

**Deadline to receive items -**

**\*If Medical/Industrial (M/I)** is checked off then please answer the questions below as completely as possible:

- a) Is the Employee treating with a: Physician (P)    Chiropractor (C)    Therapist (T)    Other (O)?
- b) How long has the employee been treating with a Medical Professional?
- c) Did you receive a physician's prescription for ergonomic equipment or services?    Yes            No

**If YES, please attach a copy of the prescription along with this request**

**Supervisors: Please attach additional information like copies of emails, medical info, physician requests, and specific timeline. This will assist in expediting the request and prioritizing. If employee wants the info confidential, please send interoffice to Judicial Branch Human Resources, attention: Billie Berry**

**(2) Walk-through Worksite Evaluation & Study (Approximately 1 - 1.5 hours)**

This evaluation requires a walk-through with a supervisor or manager, evaluating equipment, furniture, work processes and doing a risk analysis.

### Workstation Evaluation Information

Department & Physical Location:

Supervisor and/or contact person:

Best time to contact supervisor/contact person:

Time of Availability:    AM            PM

Supervisor Signature: \_\_\_\_\_

This evaluation requested by: \_\_\_\_\_ Date \_\_\_\_\_

**Send or fax to: Billie Berry, Human Resources, 101 W. Jefferson, 3<sup>rd</sup> floor, Law Library, Phoenix AZ 85003**  
**Phone: (602) 506-3395            Fax: (602) 372-8502 (must dial area code)            berryb@superiorcourt.maricopa.gov**