

Instructions for Using the EH&S Ergonomics Database

Login to the Ergonomics Database: <https://isswprod.lbl.gov/Ergo/login.asp>, or

1. Click on **Environment, Health & Safety Division** in the A-Z Index on the LBL website
2. On the left find the section called **EHS Quick Links**, and click on **EHS Databases**
3. Click on **Ergonomics Database**
4. Sign in using your LDAP Userid and Password

To Request an Ergonomic Evaluation:

- Login to the Ergonomics Database, as described above.
- Click on the **Request Evaluation** option on the left.
- Type in the employee's last name, select a reason for the evaluation (**be sure to select Discomfort if the person is feeling any discomfort/pain at all**), select the requestor, and check the **Notify Supervisor** box.
- Click on **Request Evaluation**.

To Access Ergonomic Evaluations for a Particular Individual:

- Login to the Ergonomics Database, as described above.
- Click on the **Search Evaluations** option on the left.
- Type in the employee's last name, select **PH** for **Division**, and leave everything else either blank or **All**.
- Click on **Submit** below the green checkmark.
- Click on the **Eval Form** icon (a sheet of paper with a pencil) on the left, for the desired evaluation.

To Close Out an "Unresolved" Ergonomic Evaluation:

After implementing the corrective actions identified as **Pending** within an employee's **Unresolved** evaluation report, the evaluation needs to be closed out following the instructions below.

- Login to the Ergonomics Database, as described above.
- To access the evaluation, click on the **My Direct Reports** option on the left or the **Search Evaluations** option as described above.
- Click on the **Eval Form** icon (a sheet of paper with a pencil) on the left, for the **Unresolved** evaluation. Scroll down to **Onsite Evaluation Details**.
- Unresolved issues which require corrective action are categorized as **Pending**. Corrective actions are listed in red.
- The supervisor is responsible for addressing all the **Pending** issues. That may involve purchasing specific equipment.
- When all the corrective actions are completed, change all **Pending** corrective actions to **Completed** in the pull down menus, and select the **Completed** radio button at the bottom.
- Click on the **Save Form** button at the bottom of the page.
- System generated email will be sent to the Employee, Supervisor & Safety Coordinator.