

# Requesting an ergonomic evaluation from the Risk Management Division.

1. The affected employee should fill out the self-checklist and make any changes as recommended as possible on their own.
2. The employee should then have his/her supervisor review the checklist, and the supervisor should assist the employee in making adjustments as necessary. Supervisors are required to take the Risk Management Ergonomics course, and should thereafter be able to assist employees with simple adjustments.
3. If the affected employee is still experiencing issues such as chronic pain, muscular skeletal issues, or the like, the supervisor should then forward the self-checklist to Risk Management. The form can be faxed (775-687-3195) or emailed to [jreeves@admin.nv.gov](mailto:jreeves@admin.nv.gov). At that point the Risk Management Division will assign a vendor to contact and meet with the affected employee to conduct a formal evaluation, at no cost to the requesting agency.

The evaluation takes approximately 30-60 minutes, during which time the evaluator will make any available adjustments or suggestions. A report will be generated to include recommendations for any necessary improvements to assist the employee with any "reasonable accommodations." The purchase of equipment is the sole responsibility of the agency in most cases.

Please contact Joe Reeves (775-687-1752) or email him [jreeves@admin.nv.gov](mailto:jreeves@admin.nv.gov) with any concerns or questions.