

DIRECTIONS FOR A "VIRTUAL" ERGONOMIC EVALUATION

The Virtual Ergonomic Evaluation process is used for University employees working at rural campuses or other remote locations.

This process works well when the directions below are followed. A digital camera is used and pictures are taken from the four positions listed below.

Procedure: Take photos from four different positions:

- On the right side while the person is seated.
- On the left side while the person is seated.
- Over the person's shoulder showing the monitor, keyboard, and mouse (pointing device.)
- A wide angle shot with the person not in the office.
- If possible please take a photo from behind the monitors, with the person viewing their monitors. This may not always be possible.

Using a scanner or digital camera software, load the photos onto your computer and save as jpegs. Open a blank Word document. Include the following information so we know where to send the evaluation.

- Employee's name
- Department assigned to
- Immediate supervisor's name
- Date photos were taken
- Phone number
- Email address
- A list with explanations of any pain or discomfort the employee has felt in the past six months.

Still in Word, choose the Insert/Picture/From File. Insert the pictures one after another with spaces in between. Save the Word file

Email to Carol Shafford at cashafford@alaska.edu, attach the Word document and send email.

An evaluation will take place once the email has been received. Please be sure to have the employee's phone number and email address on the Word document. If there are any questions or concerns the employee will be contacted during the evaluation process.