Worker experiences pain / discomfort when working

Worker has note for accommodation from physician

Worker requests ergonomic assessment

Worker submits note to Ability Management in Employee Wellness

EH&S performs assessment and sends summary to worker, with ordering instructions

Employee Wellness sends out emails

Supervisor

Worker

Facilities Planner

Notified of accommodation & need to provide FOAP to worker when requested; outlines how to include in budget

Instructions to obtain FOAP and supervisor approval and submit Frontline request with office number / location

Worker shares summary with supervisor

Furniture

Accessories

Notified of request to be prioritized once it's submitted by worker

Worker submits Frontline request for furniture

Supervisor supplies recommended accessories as per instructions from EH&S

Facilities orders equipment, coordinating with Worker or EH&S as needed; provides estimated arrival date

Facilities coordinates installation of equipment

Responsibilities:

Worker	(light blue)
Supervisor	(red)
Facilities	(green)
EH&S	(yellow)
Employee Wellness	(purple)

Worker contacts EHS after installation is complete to request follow-up assessment

EH&S follows up 2-3 weeks after follow-up to check if recommendations were effective