



# EMPLOYEE ERGONOMIC HELP REQUEST

Resources can be found regarding the Ergonomic Help Request Process on [iDOC/Employee Essentials/Health & Safety/Occupational Health](#). Complete the WA-State Office Ergonomics module through the Learning Management System ([LMS](#)) then submit this form to [DOC Occupational Health and Wellness](#).

## EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_  
Position/title: \_\_\_\_\_ Supervisor name: \_\_\_\_\_  
Facility/location: \_\_\_\_\_ Division/unit: \_\_\_\_\_

## EMPLOYMENT STATUS

- Permanent       Non-permanent       Probationary       On-call/Temp
- Full-time       Part-time       Contract       Volunteer

## CONDITIONS/PURPOSE FOR REQUEST

Specifics regarding the problem/symptoms:  
\_\_\_\_\_

How long have you had this problem or these symptoms?  
\_\_\_\_\_

- Yes  No My Supervisor knows about this request.
- Yes  No I have a doctor's note for this request, but no reasonable accommodation.
- Yes  No I have requested a reasonable accommodation with a doctor's note.
- Yes  No I have an L&I claim regarding this request. Claim #: \_\_\_\_\_
- Yes  No I have completed the mandatory office ergonomics [LMS](#) module:

*Select the Course Catalog button. In the Search Bar type in **WA-State Office Ergonomics**. Open the course link and Enroll.*

## OFFICE USE ONLY - Completed by Occupational Nurse Consultant

Need LHCP note:  Yes  No      Date doctor note received: \_\_\_\_\_  
 Date of assessment: \_\_\_\_\_      Type of assessment: \_\_\_\_\_  
 Follow-up needed:  Yes  No      Date of follow-up: \_\_\_\_\_  
 Copied to:  Employee       Local HR on: \_\_\_\_\_       L&I claim reviewed on: \_\_\_\_\_  
 Supervisor       Safety       Department claims consultant       Medical doctor

Notes:  
\_\_\_\_\_

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.