

Follow-up Assignment

Thank you for your participation in the Ergonomic Assessor Training. By attending this training, you have learned to adjust your own workstation, and those of your colleagues, to reduce discomfort and fatigue. You have been provided with information on various methods to fit office workstations to individual employees' needs.

Following this training, you are expected to complete and submit **one** office ergonomic assessment by June 30, 2020 to the Risk Management Workers Compensation Program to receive a certificate of completion.

This assessment can be of your workstation or that of a colleague. An assessment form is attached to assist you in completing this assessment. Of course, if your agency has their own assessment form you may use that.

How to receive the 5% premium discount

Agencies who participated in the ergonomic training will receive a 5% discount on their 20/21 RMWCP premium billing. Upon completion of the follow-up assignment attendees will receive a certificate of completion. This certificate will serve as the documentation required to receive the premium discount. Be advised, if your agency has more than one worker compensation account an attendee certificate of completion (from that agency or division) will be necessary for each account prior to receiving a premium discount on that account. Risk Management must issue these certificates no later than June 30th, 2020 for an agency to receive a discount. A reminder will be sent in April 2020.