



Closing out an Ergonomic Evaluation



- Go to the Berkeley Lab A-Z Web Index, select “E” for Ergonomic Evaluation Request.
- Login using your LDAP Username and Password.
- Select: **MY DIRECT REPORTS**.
- Select the **EVALUATION FORM ICON** (pencil and paper icon).
- **RECOMMENDATIONS** can be found in the comments field of the Ergonomic Evaluation.
- Update all **PENDING** corrective actions to **COMPLETE** once they have been implemented. (Unresolved issues which require corrective actions will remain as Pending until corrected.)
- If all recommendations have been implemented and completed, scroll to the bottom of the page and select **COMPLETED**. This will close any pending corrective items.
- Select **SAVE FORM** to close out the ergonomic evaluation.
- An automated email will be sent to the employee, supervisor, and the DSC.



For more information, contact Ira Janowitz, x7170