

## How to use State Fund's *Home Office Ergonomics Questionnaire* and *Home Office Follow-Up Form*

1. Have the employee complete, and return the Home Office Ergonomics Questionnaire.
2. Review the completed Home Office Ergonomics Questionnaire and pictures.
3. Contact the employee to review the Home Office Ergonomics Questionnaire for any needed clarification.
4. Complete the Home Office Ergonomics Follow-Up Form, and use the "NOTES" section to address "NO" answers.
5. Provide recommendations as needed.
6. Perform a 30-day follow-up to ensure the recommendations have been implemented and are effective.

## What We're Looking For:

