How to Request a Work Site Evaluation

Overview: This job aid provides Emory University supervisors on how to request a work site evaluation using HOME (Health and Occupational Management at Emory) Portal.

1. To access HOME, log in to Self-Service (http://leo.cc.emory.edu) with your Emory Network ID and password. Then, click on the Workplace Health tile.

2. You will be prompted to log in again with your Net ID and password.
As a manager, you will be given a choice between portal access or supervisor access. Click **Supervisor Access**.

Next, click on the **Message Center** tile.
5. Under Messages, click on **send a message**.

6. Select **Work Site Evaluation** and then the **appropriate employee** to send the message to. Then click **begin**.
Complete the **Work Site Evaluation form** and click **Submit**.

**OIM Physical Therapy Work Station Evaluation**

Evaluations are performed by board certified physical therapists certified as ergonomic assessment specialists.

Fees for services may vary based on time required for the evaluation. Current standard rate is $100/hr.

- Name
- MR Number
- Address
- Telephone number
- Cell phone number
- Birth date
- Position Title

Are you requesting for one employee or for several employees? Choose from list

List reasons for work site evaluation.

Describe physical job demands.

Describe problem areas.

Save for later

[Submit]