


Stage 1: Symptom Assistance

If you have intermittent discomfort for days/weeks/months and it improves with changes in activity, complete the following:

1. Complete the Proactive Ergonomic Program Steps 1 (workstation adjustments) and 2 (symptom prevention and management techniques). Apply steps 1 and 2 to your workstation and work tasks within **3 business days**.



2. If any of the following apply, proceed to **Stage 2: Symptom Assistance**:

- after applying Step 1 and Step 2 for two weeks, your symptoms persist;
- your symptoms become worse within the two-week period; or
- no adjustments were required.

Proactive
Ergonomic Program
Step 1 & 2

Proactive Ergonomic
Program Stage 2:
Symptom Assistance