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.