

Stage 3: Symptom Assistance

If you have constant discomfort, your sleep is disrupted and daily activities are affected, such as having to: take more time to complete a task, modify tasks, take more rest breaks, ask for additional assistance, and/or regularly rest at home after work due to pain and discomfort, complete the following:

1. Immediately reach out for assistance

A) WCB: If your concerns are work related, follow the Injury and Illness Workers Compensation Board steps. Find WCB approved providers

B) Sick Leave: If your concerns are not work related and you have been absent from work due to your concerns, follow the Sick Leave steps.

C) If your concern is not work related and you have continued to work, speak to your leader about your concerns.

2. Complete the Proactive Ergonomic Program Steps 1 & 2. Apply workstation adjustments and symptom management techniques to your daily tasks, such as: workplace warmup, consistent micro-breaks, posture checks and use the power position.

3. Seek ergonomic assistance if your symptoms affect work tasks and you are unable to safely modify your work and be productive.

- Industrial and Laboratory Workers: **within 3 business days** complete the Ergonomic Consultation Questionnaire and notify the Ergonomic Program Advisor via email.

- Office Workers: Immediately follow the Proactive Ergonomic Program Step 4.

Injury and Illness
Workers
Compensation Board

Find WCB
Approved
Providers

Sick Leave
Steps

Proactive
Ergonomic Program
Step 1 & 2

Ergonomic
Consultation
Questionnaire

Ergonomic
Program
Advisor Contact

Proactive
Ergonomic
Program Step 4