



# BETTERWORKHEALTH

ABN: 91494168263

## Ergonomic Workstation Assessment Referral Form

If you require any of the following services, please complete this referral form and email it to [info@betterworkhealth.com](mailto:info@betterworkhealth.com) and we will contact the worker directly, within 24 hours, to organise the assessment at a mutually convenient time.

This quotation remains valid for 30 days from the date it was sent. On completion of the service outlined below, Better WORK HEALTH will forward an invoice for the amount quoted, inclusive of GST. Payment terms are 30 days from the date of issue.

### Acceptance and Invoice Details

I, \_\_\_\_\_ of \_\_\_\_\_ [company name] agree to Better WORK HEALTH providing the following assessment services as outlined below ([see descriptors](#))

**Travel is charged at a fixed price for city CBD @ \$130.00 (plus GST) per assessment however travel is FREE if more than one assessment is booked**

Note: travel is charged pro rata if outside of city CBD at \$190.00 (plus GST) per hour, calculated from Mortdale. Maximum charged within Sydney metro is 1.5 hours total.

### Specialist Ergonomic Assessment \$475.00 (plus GST) per assessment

Note: To be used when workers are **reporting symptoms** and/or discomfort when performing their work duties (conducted at the office).

Workers name:	Contact number:	Email:
Workers name:	Contact number:	Email:

### Hybrid Specialist Ergonomic Assessment \$665.00 (plus GST)

Note: To be used for workers that are reporting symptoms, and work from home and in the office (home office assessment is conducted virtually, and office assessment is face to face).

Workers name:	Contact number:	Email:
Workers name:	Contact number:	Email:

### Standard Ergonomic Assessment \$285 (plus GST) per assessment

Note: Only to be used for new workers or workers moving to a new/ different workstation at the office with **NO symptoms**

Workers name:	Contact number:	Email:
Workers name:	Contact number:	Email:
Workers name:	Contact number:	Email:

### Face to Face or Virtual Home Office Ergonomic Assessment for Home-based Work \$475.00 (plus GST) per assessment plus travel as outlined above if conducted face to face.

Workers name:	Address:	Email:	Contact number:
Workers name:	Address:	Email:	Contact number:

**Group Workstation Assessments \$120.00 (plus GST) per person x \_\_\_\_\_ <number of assessments> = \_\_\_\_\_ <total cost>**

Note: to be used when you have **more than 5 workers** who require a **standard** ergonomic workstation assessment in one area at the same time. **Includes an executive Summary.**

### Invoice to be sent to:

Name:	
Address:	
Email:	
Contact phone number:	
Signature:	
Name:	
Date:	

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please do not hesitate to contact Better WORK HEALTH on phone: 0430 224 959 or [info@betterworkhealth.com](mailto:info@betterworkhealth.com) if you have any questions about this quotation or need a more customised service to meet your needs.**

# OUR SERVICES @



## Individual Ergonomic Workstation Assessments

A **STANDARD Ergonomic assessment** is suitable for new employees, employees relocating desks or employees **without symptoms**.

The standard assessment will involve:

- assessing the area where the work is performed (workstation), the systems of work (work processes/tasks) and the work environment
- taking appropriate measurements of the workstation to ensure compliance with Australian Standards and your workers individual anthropometrics.
- recommending workstation adjustments, modifications or equipment (where applicable) in consultation with the worker and supervisor/ employer to eliminate risks identified.
- providing education on safe work practices and improved postural awareness
- providing a brief typed report with recommendations within 5 working days of assessment.

If during the course of a standard assessment, Better WORK HEALTH deem the employee to be at risk of an injury or, an injury is identified/disclosed, the Consultant will perform a specialist workstation ergonomic assessment (see below)

A **SPECIALIST Ergonomic Assessment** is suitable for an employee who is **reporting discomfort or pain; or has a health condition/ disability** which may put them at risk of sustaining a workplace injury. This is an early intervention service aimed at preventing injury, whilst maximising your workers comfort and performance.

The specialist assessment includes all aspects of the standard workstation assessment plus:

- discussion of any symptoms or difficulties the worker is experiencing when performing work tasks
- observation and analysis of the interaction between the worker, their workstation and their work practices to identify how these may be contributing to reported discomfort or injury.
- consultation and education to encourage the worker to take self-responsibility to monitor their postures and work habits.
- specialised ergonomic equipment is only recommended when it will directly eliminate or control a risk factor identified.
- discussion of the findings and recommendation with the team leader.
- detailed report outlining risk factors identified and strategies to eliminate or control these.

A **HYBRID SPECIALIST Ergonomic Assessment** includes all aspects of the Specialist ergonomic workstation assessment, which is conducted **face to face at the office, as well as a virtual assessment to assess the home office**. This will ensure the home office is also set up to address any risk factors identified. This is particularly important for Hybrid workers as they often spend a significant amount of time working from home, which can be a different working environment. The worker is required to send the assessor photos of their home office prior to the virtual assessment.

**A Face to face Home Office Ergonomic Assessment for Home-based Work** will help an employer fulfil their legal obligation for workplace health and safety (WH&S) when the home environment becomes the workplace.

The assessment is ideally conducted prior to the commencement of home-based work, to ensure the home environment is safe for the completion of work tasks. The assessment will identify the need for any modifications, equipment or procedures to minimise risks when working from home. If the employee reports any symptoms, the assessment can also identify and reduce risk factors that may be contributing to these.

The home-based work assessment is conducted **face to face in the home** and will involve:

- assessing the area where the work is performed (workstation), the system of work (work processes) and the work environment
- discussing work practices and procedures in relation to workplace safety issues including first aid, communicating with the workplace and transporting work material
- speaking with the worker to identify any symptoms or difficulties they may be experiencing when performing work tasks
- taking appropriate measurements
- educating the worker on ergonomic principles and how they apply these to their workstation
- providing any recommendations for workstation adjustment, modification or equipment
- providing a report outlining recommendations.

**A virtual Home Office Ergonomic Assessment for Home-based Work** includes all aspects of the face-to-face Home Office Ergonomic Assessment for Home-based Work but is performed virtually using Teams. This can be useful if the worker lives outside the Sydney metro area. The worker is required to send the assessor photos of their home office prior to the virtual assessment.