Ergopoint Employee Instructions

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Welcome

Welcome! SAIF is excited to work with you using ErgoPoint® to help resolve any office ergonomic issue you may be having.

ErgoPoint® is a self-assessment program that will:
• Assess your workstation set-up
• Help you make adjustments based on best practices (if possible)
• Prioritize issues and track your improvements
• Will help your SAIF Consultant to better be able to determine how to resolve other risk factors and improve your office set up.

To complete an assessment, please follow the steps listed below. If at any time in the process you need assistance, please contact me [contact info] and I can help.
STEP 1 – Log into Ergopoint

1. **Log into ErgoPoint** - login to your new account on the Ergopoint site. Please see below for the login information:

   - **URL:** [https://ep.humantech.com/saifclients/login](https://ep.humantech.com/saifclients/login)
   - **User name:** your email address
   - **Initial password:** changeme (all lowercase, you will be prompted to update this upon login)

   When you log in, you will see the three ‘Learn’, ‘Do’ and ‘Manage’ modules (see photo below)
STEP 2 – Learn

2. **Learn Module** - click on the ‘Learn Module’ for a 20-minute video on office ergonomics. Though the video is based in a standard office environment, all topics in the training apply equally to your home office setup.
STEP 3 – Do

3. Do Module - click on the ‘Do Module’ this is the assessment piece. You will then walk through a series of questions about the type of work you do and how your office is set up.
STEP 3 – Do

3. Do Module

• You will be presented with a series of questions about how your workstation is set up

• Click on the ‘See an Example’ link to see a visual example to help clarify the question being asked

• Continue to answer the questions that are asked and progress to the next screen
STEP 3 – Do

3. Do Module
- At the end of the module after you have answered all the questions being asked, click on the button that says ‘Continue to Action Plan’
STEP 4 – Manage Module

4. Manage Module

- Make adjustments

➢ Ergopoint will display what your current ‘score is’ and what your ‘score could be’ (pictured with a question mark).
STEP 4 – Manage Module

4. Manage Module

- Make adjustments
  - Ergopoint makes recommendations for what you can adjust and set yourself.
  - Make the recommended adjustments and check the box if you are able.
  - If you are unable to make the recommended adjustment, do not check the box.
STEP 4 – Manage Module

4. Manage Module

- Make adjustments
  - After you have made adjustments and checked the box, a new score will be presented
  - Continue making as many adjustments as you can until you have gotten through the whole list
4. Manage Module

- Make adjustments

  ➢ After you have made adjustments and checked the box, a new score will be presented

  ➢ Continue making as many adjustments as you can until you have gotten through the whole list

  ➢ Click on 'Review Action Plan'
STEP 5 – Submit Action Plan

5. Manage Module

• **Review**
  - Complete any adjustments you can make
  - Add any other comments or upload photos

• **Complete and Submit**
  - Click on ‘Submit Action Plan’
  - The completed action plan will go to your site administrator who will review it and contact you for the next steps
5. Manage Module

- Revisit
  - If you need to revisit anything you can return and review your suggested actions and your action plan