

## Establishing a habit for following up

By [Brian Sornson](#)

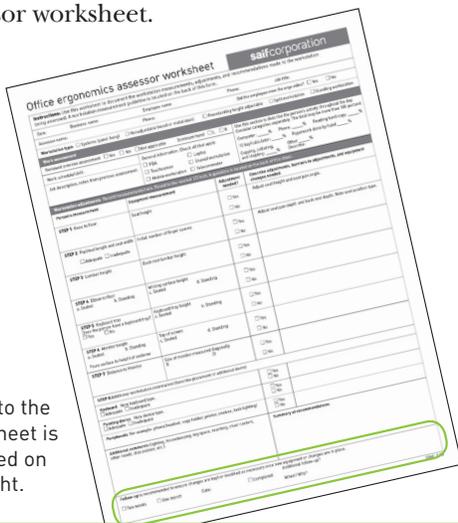
Have you ever begun something and forgotten to follow up, or knowingly left it unfinished thinking there are more pressing matters to attend to? I tend to think most of us, including myself, would raise our hands in the affirmative to both.

One item that occasionally catches my eye when reviewing evaluations submitted by attendees of our basic ergonomic assessor classes is the lack of intended follow-up, noted at the bottom of the office ergonomics assessor worksheet.

There are couple of really good reasons why ergonomic assessments should not use a “one and done” approach the vast majority of the time. First, while the initial assessment serves to identify issues and offer solutions, circling back two to four weeks later helps you determine if your recommendations took hold, and allows you to make any additional minor corrections.

Second, following up gives you a chance to reinforce changes and develop positive habits, such as achieving neutral postures and getting up to move throughout the workday. Tip number nine from the Washington State Department of Labor & Industries article “10 Tips for Effective Prevention” states it well: “Expect results, but be patient.” We often hear it takes up to 21 days to form a new habit, yet some research suggests it could take 66 days, or even longer!

So, whether its completing a work project, cleaning out the garage, or checking back with the person whose workstation we evaluated a few weeks earlier, let’s all get in the habit of following up until the job is done. You’ll be glad you did.



A link to the worksheet is provided on the right.

### Upcoming Ergonomics Assessor Trainings

#### Basic Ergo Assessor

September 21, 2016 | Salem  
November 16, 2016 | Salem

For locations and to register online, visit [saif.com](http://saif.com)

### Online Resources

[State of Oregon Office Ergonomic Consensus Guidelines](#)

[Oregon OSHA Ergonomics Publications](#)

[OSHA.gov Computer Workstations eTool](#)

[SAIF Corporation Safety Topics](#)

[10 tips for preventing sprains and strains](#)

[Forming new habits](#)

### Office ergonomics assessor worksheet

[www.saif.com/Documents/Employer/trainings/S960\\_Ergo\\_Assessment\\_ff.pdf](http://www.saif.com/Documents/Employer/trainings/S960_Ergo_Assessment_ff.pdf)

Follow-up is recommended to ensure changes are kept or modified as necessary once new equipment or changes are in place.

Two weeks  One month Date:  Completed

Additional follow-up?

When? Why?

COA 1.14

## Recent ergo assessor graduates

Congratulations to the following employees who completed their required assessments for Office Ergonomic Assessor certification.

Londa Nelson | DHS

Genai Trixster | DOJ

Nelecia McCarty | DHS/OHA

Heather Welburn | DCBS

Sarah Kuenle | DHS

Seth Pendleton

Lauren Conaway | DOJ

Tia Black | Simple

Rebecca McGuigan | DOJ

Amanda Eddie | ODOT

Courtney Wuethrich | OWRD

Rae Gargari | Simple

Trisha Hays | DHS/OHA

Catherine Cook | OHA