

Appendix I-C-1

Assessment - Employee Inventory

Community: _____

Instructions for completion:

1. List all employees
2. For office employees, determine which employees work at a desk and/or computer workstation for at least 6 hours/day
3. Determine if Symptoms Survey is required
4. Determine if assessment is required (as indicated by Symptoms Survey)

List Employees	Does Employee Work at a Desk for at least 6 hrs/day Y/N or N/A	Symptoms Survey Required Y/N	Assessment Required Y/N

Records must be signed and filed in the designated WSH filing system and kept indefinitely to ensure accountability.