OFFICE ERGONOMICS WORKSTATION EVALUATION

The purpose of the evaluation is to focus on ergonomics issues of the workstation, work practices, and work process to offer reasonable suggestions to help improve comfort, safety, and productivity in the workplace.

Background Information

Demographics		Work Activity	%	Reason for Assessment
Evaluated by		Computer		New employee
Date		Telephone		New workstation
Last Name		Handwriting		Medical issue
First Name		10 key		Equipment/furniture issue
Job Title		Read-hard copy		Other (*comment below*)
Dept		Meetings		
Location		Other		
Stature (*shoeless*)		**Work Activity Comments**		**Other Information**
Heel height				
Handedness	Right/Left/Ambidextrous			
Job demands	Sedentary/Manual			
Work hours	Full/Part time			
User	Single/Multi			
Vision	No correction//Reading/Distance/Bi/trifocal/Computer/Contacts			

Issues/Comments/Recommendations

Chair		Issue	Comment	Recommendation
Chair ID		No Yes	❑ Chair fit/adjustment OK	❑ None
Legs	4 / 5 / 6		❑ Chair not properly adjusted	❑ Chair adjusted with instructions provided
Casters	Carpet/Hard surface		❑ Back support not OK	❑ Replace chair - refer to Recommended Specifications
Seatpan	Ht/Tilt/Tension/Slide		❑ Armrests not OK	
Back	Ht/Angle		❑ Chair too small	❑ Repair chair (comment)
Armrest	Ht/Side/Rotate		❑ Chair too large	❑ Other (comment)
Fit	OK No/Yes		❑ Maintenance issue (comment)	
Maint Issue	No/Yes		❑ Other (comment)	

Worksurface		Issue	Comment	Recommendation
Config	Straight/Corner/ L-shape/U-shape	No Yes	❑ Worksurface is appropriate	❑ None.
			❑ Worksurface is too low	❑ Lower worksurface - see Recommended Specifications
Type	Fixed/Adjust		❑ Worksurface is too high	❑ Raise worksurface - See Recommended Specifications.
Height	Sit/Stand: (")		❑ Worksurface does not have enough work area.	❑ Reorganize to provide additional worksurface area.
			❑ Other (comment)	❑ Other (comment)

Foot support/clearance		Issue	Comment	Recommendation
Feet	Dangling/Supported/ Clearance	No Yes	❑ Foot support is appropriate ❑ Feet dangling – not supported ❑ Inadequate foot/knee clearance ❑ Other (comment)	❑ None. ❑ Add footrest ❑ Lower worksurface - see Recommended Specifications ❑ Raise worksurface - See Recommended Specifications. ❑ Remove foot/knee obstruction (comment). ❑ Other (comment)
Footrest	No/Yes			

Keyboard Tray		Issue	Comment	Recommendation
Tray	No/Yes	No Yes	❑ Keyboard tray appropriate ❑ Keyboard tray limits reach access to worksurface ❑ Keyboard tray type does not allow neutral arm/hand position ❑ Keyboard tray location does not allow neutral hand/arm position ❑ Other (comment)	❑ None ❑ Adjusted keyboard tray position and provided user instruction ❑ Remove tray - place keyboard directly on worksurface ❑ Other (comment)
Ht adjust	No/Yes			
Ang adjust	No/Yes			
Size fits	Keyboard only Keyboard-mouse			

Keyboard		Issue	Comment	Recommendation
Type	Straight/Curved/ Articulated/Other	No Yes	❑ Keyboard type and location appropriate ❑ Keyboard type does not allow neutral arm/hand position ❑ Keyboard location does not allow neutral hand/arm position ❑ No wrist rest in use for support ❑ Other (comment)	❑ None ❑ Adjusted keyboard position and provided user instruction ❑ Replace keyboard - see comments ❑ Add gel keyboard wrist rest ❑ Other (comment)
Location	Work surface/Tray			
Shortcuts	Used: No/Yes			
Maint	No/Yes			

Mouse		Issue	Comment	Recommendation
Type	Shell/Rollerball/ Vertical/Joystick/ Touchpad/Other	No Yes	❑ Mouse type and location appropriate ❑ Mouse type does not allow neutral arm/hand position ❑ Mouse location does not allow neutral hand/arm position ❑ Mouse wrist rest in the way ❑ Other (comment)	❑ None ❑ Adjusted mouse position and provided user instruction ❑ Replace mouse - see comments ❑ Remove mouse wrist rest ❑ Other (comment)
Location	Work surface/Tray			
Scroll	No/Yes			
Maint	No/Yes			

Computer		Issue	Comment	Recommendation
Type	Desktop/Laptop	No Yes	❑ Computer type and location are appropriate ❑ Computer in the way ❑ Other (comment)	❑ None ❑ Reposition computer out of way ❑ Other (comment)
Location	Work surface/Floor			

Monitor		Issue	Comment	Recommendation
Type	CRT/LCD	No Yes	❑ Monitor type and location appropriate ❑ Monitor too low ❑ Monitor too high ❑ Monitor too close ❑ Monitor too far away ❑ Monitor resolution not appropriate. ❑ Other (comment)	❑ None ❑ Adjusted monitor position and provided user instruction ❑ Adjusted monitor resolution and provided user instruction ❑ Add monitor riser (comment) ❑ Other (comment)
Number	Single/Dual/More			
Adjustable Stand	No/Yes			
Resolution	OK No/Yes			
Position	OK No/Yes			

Document holder		Issue	Comment	Recommendation
Holder	No/Yes	No Yes	❑ No document holder in use - not needed ❑ No document holder in use - awkward head/neck position ❑ Other (comment)	❑ None ❑ Add landscape holder between keyboard and monitor ❑ Add landscape holder off to side of monitor ❑ Add portrait holder between keyboard and monitor ❑ Add portrait holder off to side of monitor ❑ Other (comment)
Type	Portrait/Landscape			
Location	Side/Front			

Telephone		Issue	Comment	Recommendation
Type	Handset/Headset/ Speaker	No Yes	❑ Telephone type and location appropriate ❑ Telephone located in awkward position ❑ Awkward head/neck position with handset use ❑ Other (comment)	❑ None ❑ Add headset to allow for hands-free operation ❑ Reposition telephone to left side worksurface ❑ Reposition telephone to right side worksurface ❑ Other (comment)
Location	Left/Right			

Storage		Issue	Comment	Recommendation
Desktop	OK No/Yes	No Yes	❑ Adequate desktop and file storage ❑ Limited desktop storage ❑ Limited file storage ❑ Other (comment)	❑ None ❑ Housecleaning to provide additional desktop storage ❑ Housecleaning to provide additional file storage ❑ Add additional file storage ❑ Other (comment)
File	OK No/Yes			

Illumination		Issue	Comment	Recommendation
Overhead	OK No/Yes	No Yes	❑ Ambient and task lighting appropriate ❑ Ambient light level too high ❑ Ambient light level too low ❑ Task lighting too high. ❑ Task lighting too low ❑ Other (comment)	❑ None ❑ Lower ambient light level ❑ Raise ambient light level ❑ Add desktop task light ❑ Decrease desktop task light ❑ Other (comment)
Task	OK No/Yes			

Other	Issue	Comment	Recommendation
	No Yes		
Other	**Issue**	**Comment**	**Recommendation**
	No Yes		

Recommended Specifications (inches)					
Seating System		**Worksurface Height**		**Computer**	
1. Seatpan height:		6. Writing/reading desk		7. Keyboard height:	
2. Seatpan depth:				8. Mouse height:	
3. Seatpan width:				9. Monitor height:	
4. Armrest height:				10. Monitor distance:	
5. Armrest width:					

NOTES

1. **Seatpan height** is measured as the distance from the floor to the seatpan (at the side of the seatpan) with the user in the chair. Seatpan height is based on stature considering the height of the shoe heels.
2. **Seatpan depth** is measured as the distance from the back support to the front of the seatpan and allows for 1.5 to 2" of space between the back of the knee and front of the seatpan.
3. **Seatpan width** is measured as the distance side-to-side of the seatpan and allows for 1.5 to 2" of space between the thigh and side of the seatpan.
4. **Armrest height** is measured as the distance from the top of the armrest to the floor.
5. **Armrest width** is measured as the distance between the outside edges of the armrest.
6. **Worksurface height** (writing/reading desk) is measured as the distance from the floor to the top surface of the worksurface.
7. **Keyboard height** is the distance from the floor to the top surface of the platform that the keyboard rests on. (It is not to the top of the keyboard.)
8. **Mouse height** is the distance from the floor to the top surface of the platform that the mouse rests on. (It is not to the top of the mouse.)
9. **Monitor height** is height from the floor to the top of the monitor screen (not the top of the monitor bezel.)
10. **Monitor distance** is from the eye position (bridge of the nose between the eyes) to the screen.

Follow-up
Date: (/   /   )
Date: (/   /   )
Date: (/   /   )