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| **ErgoSystems Office Ergonomics Workstation Evaluation** | | | | | | | | | | | | | |
| **Date** |  | | | **Stature** |  | Inches | | | | | | | **Reason for Assessment** |
| **Last Name** |  | | | **Shoe Heel Ht** |  | Inches | | | | | | | New employee |
| **First Name** |  | | | **Handedness** | Right | | Left | | | | Ambidextrous | | New workstation |
| **Location** | Work Office  Home Office | | | **Work Hours** | Full Time | | | Part Time | | | | | Medical issue |
| **Company** |  | | | **Share office** | Yes | | | No | | | | | Equipment issue |
| **Vision**  (Select all that apply) | No correction | | | | | | | Contacts | Furniture issue |
| **Comments** |  | | | Reading | | | | | | | Distance | Other |
| Bi/Trifocal | | | | | | | Computer |
| **Chair** | | | **Comment** | | | | | | | **Recommendation** | | | |
| **Chair ID** | |  | Chair fit/adjustment OK  Chair not adequately adjusted  Chair too small  Chair too large  Wrong type chair casters  Back support not OK  Armrests not OK  Maintenance issue (see Comments)  Other | | | | | | None  Chair adjusted with instructions in upright “keyboard position” and semi-reclined “conversation position”.  Recommended to alternate between these two seated postures, along with standing and microbreaks, based on job tasks throughout day.  Replace chair (see Comments)  Repair chair (see Comments)  Other | | | | |
| **Legs OK** | | No  Yes |
| **Casters** | | Carpet  Hard surface |
| **Seatpan** | | Height  Tilt  Tension  Slide |
| **Back** | | Height  Angle  Fixed |
| **Armrest** | | Height  Side-to-side  Rotate  Fixed |
| **Maint. Issue** | | No  Yes |

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| **Worksurface** | | | | **Comment** | | | | **Recommendation** | | |
| **Config** | Straight  Corner  L-shape  U-shape | | | Worksurface is appropriate  Worksurface is too low  Worksurface is too high  Would like to discuss options for a sit/stand workstation  Sit/stand worksurface not adequately adjusted  Worksurface does not have enough work area  Other | | | | None  Lower worksurface to inches  Raise worksurface to inches  Suitable candidate for a sit/stand workstation (see comment).  Discussed protocol to maximize benefit of sit/stand workstation.  Reorganize worksurface content to provide additional worksurface area  Other | | |
| **Type** | Fixed Height  Adjust Height | | |
| **Sit/Stand – current height (inches)** | Stand \_\_\_\_\_\_\_\_\_  Sit \_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Foot / Leg support / Clearance** | | | | **Comment** | | | | **Recommendation** | | |
| **Feet** | Dangling  Supported | | | Foot support appropriate  Feet dangling – not supported  No footrest for alternative foot position for seated worksurface  No footrest for alternative foot position for sit/stand worksurface  Inadequate foot/knee clearance  Other (see Comments) | | | | None  Add footrest to provide for foot support when seated (see comment)  Remove foot/knee obstruction  Other (see Comments) | | |
| **Footrest** | No  Yes | | |
| **Clearance OK** | No  Yes | | |
|  | | | |
| **Keyboard** | | | | **Comment** | | | | **Recommendation** | | |
| **Type** | Straight  Curved  Articulate  Other | | | Keyboard type and location appropriate  Keyboard type does not allow neutral arm/hand position  Keyboard location does not allow neutral arm/hand position  No wrist rest in use for support  Other (comment) | | | | None  Adjusted keyboard position and provided user instruction  Replace keyboard (see comment)  Add gel keyboard wrist rest (see comment)  Other (comment) | | |
| **Location** | Work Surface  Tray | | |
| **Technique** | Piano Player  Forearm Supporter | | |
| **Wrist Rest** | No  Yes | | |
| **Maint** | No  Yes | | |
| **Mouse** | | | | **Comment** | | | | **Recommendation** | | |
| **Type** | Shell  Rollerball  Vertical  Touchpad  Other | | | Mouse type and location appropriate  Mouse type does not allow neutral arm/hand position  Mouse location does not allow neutral arm/hand position  Mouse wrist rest in the way  Other (comment) | | | | None  Adjusted mouse position and provided user instruction  Replace mouse (see comment)  Remove mouse wrist rest  Other (comment) | | |
| **Location** | Work Surface  Tray | | |
| **Hand** | Right  Left | | |
| **Set-up OK** | No  Yes | | |
| **Keyboard Tray** | | | | **Comment** | | | | **Recommendation** | | |
| **Tray in Use** | No  Yes | | | No keyboard tray, none needed  Keyboard tray appropriate  Keyboard tray limits reach access to worksurface  Tray type does not allow neutral arm/hand position  Tray location does not allow neutral hand/arm position  Tray mouse platform does not position mouse at same height as keyboard  Other (comment) | | | | None  Adjusted keyboard tray position and provided user instruction  Remove keyboard tray (see comment)  Modify mouse tray to support mouse at same level as keyboard (see comment)  Add keyboard/mouse tray (see comment)    Other (comment) | | |
| **Height Adjust** | NA  No  Yes | | |
| **Angle Adjust** | NA  No  Yes | | |
| **Size Fits** | NA  Keyboard only  Keyboard/mouse | | |
| **Computer** | | | | **Comment** | | | | **Recommendation** | | |
| **Type** | Desktop  Laptop | | | 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** | | | | **Comment** | | | | **Recommendation** | | |
| **Number** | Single  Dual  More than two | | | Monitor type and location appropriate  Monitor too low  Monitor too high  Monitor too close  Monitor too far away  Monitor side-to-side alignment issue  Monitor resolution not appropriate.  Other (comment) | | | | None  Adjusted monitor position and provided user instruction  Add monitor arm (see comment)  Add monitor riser see (comment)  Adjusted monitor resolution and provided user instruction  Other (comment) | | |
| **Viewing** | Primary/Primary  Primary/Secondary | | |
| **Position OK** | No  Yes | | |
| **Adjustable Stand** | No  Yes | | |
| **Adjustable Arm** | No  Yes | | |
| **Resolution OK** | No  Yes | | |
| **Document holder** | | | | **Comment** | | | | **Recommendation** | | |
| **Holder** | No  Yes | | | Document holder OK  No document holder in use - not needed  No document holder in use - awkward head/neck position  Other(comment) | | | | None  Add landscape holder (see comment)  Add portrait holder (see comment)  Other (comment) | | |
| **Format** | NA  Portrait  Landscape | | |
| **Location** | NA  Side  Front | | |
| **Telephone/Webcam** | | | | **Comment** | | | | **Recommendation** | | |
| **Type** | Handset  Headset  Speaker  Mobile | | | Telephone and webcam type and location appropriate  Telephone/webcam located in awkward position  Awkward head/neck position with handset use  Other (comment) | | | | None  Add headset to allow for hands-free operation (see comment)  Reposition telephone/webcam  Other (comment) | | |
| **Location** | Laptop  Separate | | |
| **Storage** | | | | **Comment** | | | | **Recommendation** | | |
| **Desktop OK** | No  Yes | | | Adequate desktop and file storage  Limited desktop storage  Limited file storage  Other (comment) | | | | None  Housecleaning to free up space  Add additional file storage (see comment)  Other (comment) | | |
| **File OK** | No  Yes | | |
| **Illumination** | | | | **Comment** | | | | **Recommendation** | | |
| **Overhead OK** | No  Yes | | | Ambient and task lighting appropriate  Ambient light level too high  Ambient light level too low  Task lighting too low  Task lighting too high  Other (comment) | | | | None  Increase ambient light level (see comment)  Decrease ambient light level (see comments)  Add desktop task light (see comment)  Remove desktop task light (see comment)  Other (comment) | | |
| **Task OK** | No  Yes | | |
|  | | | |
| **Recommended Specifications** | | | | | | | | | | |
| **Seatpan height:** | |  | **Armrest height:** | |  | | **Keyboard/Mouse height:** | |  |  |
| **Seatpan depth:** | |  | **Armrest width:** | |  | | **Monitor height** | |  |  |
| **Seatpan width:** | |  | **Writing/reading desk** | |  |  | **Monitor distance:** | |  | |