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	☐ None
Legs OK	☐ No ☐ Yes	☐ Chair not adequately adjusted	☐ Chair adjusted with instructions in upright "keyboard position" and semi-reclined "conversation position".
Casters	☐ Carpet ☐ Hard surface	☐ Chair too small	
Seatpan	☐ Height ☐ Tilt ☐ Tension ☐ Slide	☐ Chair too large	☐ Recommended to alternate between these two seated postures, along with standing and microbreaks, based on job tasks throughout day.
		☐ Wrong type chair casters	
Back	☐ Height ☐ Angle ☐ Fixed	☐ Back support not OK	
Armrest	☐ Height ☐ Side-to-side ☐ Rotate ☐ Fixed	☐ Armrests not OK	☐ Replace chair (see Comments)
		☐ Maintenance issue (see Comments)	☐ Repair chair (see Comments)
Maint. Issue	☐ No ☐ Yes	☐ Other	☐ Other

Worksurface		Comment	Recommendation
Config	☐ Straight ☐ Corner ☐ L-shape ☐ U-shape	☐ Worksurface is appropriate	☐ None
Type	☐ Fixed Height ☐ Adjust Height	☐ Worksurface is too low	☐ Lower worksurface to inches
		☐ Worksurface is too high	☐ Raise worksurface to inches
Sit/Stand – current height (inches)	☐ Stand _____ ☐ Sit _____	☐ Would like to discuss options for a sit/stand workstation	☐ Suitable candidate for a sit/stand workstation (see comment).
		☐ Sit/stand worksurface not adequately adjusted	☐ Discussed protocol to maximize benefit of sit/stand workstation.
		☐ Worksurface does not have enough work area	☐ Reorganize worksurface content to provide additional worksurface area
		☐ Other	☐ Other

Foot / Leg support / Clearance		Comment	Recommendation
Feet	☐ Dangling ☐ Supported	☐ Foot support appropriate	☐ None
Footrest	☐ No ☐ Yes	☐ Feet dangling – not supported	☐ Add footrest to provide for foot support when seated (see comment)
Clearance OK	☐ No ☐ Yes	☐ No footrest for alternative foot position for seated worksurface	☐ Remove foot/knee obstruction
		☐ No footrest for alternative foot position for sit/stand worksurface	☐ Other (see Comments)
		☐ Inadequate foot/knee clearance	
		☐ Other (see Comments)	

Keyboard		Comment	Recommendation
Type	☐ Straight ☐ Curved ☐ Articulate ☐ Other	☐ Keyboard type and location appropriate	☐ None
Location	☐ Work Surface ☐ Tray	☐ Keyboard type does not allow neutral arm/hand position	☐ Adjusted keyboard position and provided user instruction
Technique	☐ Piano Player ☐ Forearm Supporter	☐ Keyboard location does not allow neutral arm/hand position	☐ Replace keyboard (see comment)
Wrist Rest	☐ No ☐ Yes	☐ No wrist rest in use for support	☐ Add gel keyboard wrist rest (see comment)
Maint	☐ No ☐ Yes	☐ Other (comment)	☐ Other (comment)

Mouse		Comment	Recommendation
Type	☐ Shell ☐ Rollerball ☐ Vertical ☐ Touchpad ☐ Other	☐ Mouse type and location appropriate	☐ None
		☐ Mouse type does not allow neutral arm/hand position	☐ Adjusted mouse position and provided user instruction
Location	☐ Work Surface ☐ Tray	☐ Mouse location does not allow neutral arm/hand position	☐ Replace mouse (see comment)
Hand	☐ Right ☐ Left	☐ Mouse wrist rest in the way	☐ Remove mouse wrist rest
Set-up OK	☐ No ☐ Yes	☐ Other (comment)	☐ Other (comment)

Keyboard Tray		Comment	Recommendation
Tray in Use	☐ No ☐ Yes	☐ No keyboard tray, none needed	☐ None
Height Adjust	☐ NA ☐ No ☐ Yes	☐ Keyboard tray appropriate	☐ Adjusted keyboard tray position and provided user instruction
Angle Adjust	☐ NA ☐ No ☐ Yes	☐ Keyboard tray limits reach access to worksurface	☐ Remove keyboard tray (see comment)
Size Fits	☐ NA ☐ Keyboard only ☐ Keyboard/mouse	☐ Tray type does not allow neutral arm/hand position	☐ Modify mouse tray to support mouse at same level as keyboard (see comment)
		☐ Tray location does not allow neutral hand/arm position	☐ Add keyboard/mouse tray (see comment)
		☐ Tray mouse platform does not position mouse at same height as keyboard	☐
		☐ Other (comment)	Other (comment)

Computer		Comment	Recommendation
Type	☐ Desktop ☐ Laptop	☐ Computer type and location are appropriate	☐ None
Location	☐ Work surface ☐ Floor	☐ Computer in the way	☐ Reposition computer out of way
		☐ Other (comment)	☐ Other (comment)

Monitor		Comment	Recommendation
Number	☐ Single ☐ Dual ☐ More than two	☐ Monitor type and location appropriate	☐ None
Viewing	☐ Primary/Primary ☐ Primary/Secondary	☐ Monitor too low	☐ Adjusted monitor position and provided user instruction
Position OK	☐ No ☐ Yes	☐ Monitor too high	☐ Add monitor arm (see comment)
Adjustable Stand	☐ No ☐ Yes	☐ Monitor too close	☐ Add monitor riser see (comment)
Adjustable Arm	☐ No ☐ Yes	☐ Monitor too far away	☐ Adjusted monitor resolution and provided user instruction
Resolution OK	☐ No ☐ Yes	☐ Monitor side-to-side alignment issue	☐ Other (comment)
		☐ Monitor resolution not appropriate.	
		☐ Other (comment)	

Document holder		Comment	Recommendation
Holder	☐ No ☐ Yes	☐ Document holder OK	☐ None
Format	☐ NA ☐ Portrait ☐ Landscape	☐ No document holder in use - not needed	☐ Add landscape holder (see comment)
Location	☐ NA ☐ Side ☐ Front	☐ No document holder in use - awkward head/neck position	☐ Add portrait holder (see comment)
		☐ Other(comment)	☐ Other (comment)

Telephone/Webcam		Comment	Recommendation
Type	☐ Handset ☐ Headset ☐ Speaker ☐ Mobile	☐ Telephone and webcam type and location appropriate	☐ None
Location	☐ Laptop ☐ Separate	☐ Telephone/webcam located in awkward position	☐ Add headset to allow for hands-free operation (see comment)
		☐ Awkward head/neck position with handset use	☐ Reposition telephone/webcam
		☐ Other (comment)	☐ Other (comment)

Storage		Comment	Recommendation
Desktop OK	☐ No ☐ Yes	☐ Adequate desktop and file storage	☐ None
File OK	☐ No ☐ Yes	☐ Limited desktop storage	☐ Housecleaning to free up space
		☐ Limited file storage	☐ Add additional file storage (see comment)
		☐ Other (comment)	☐ Other (comment)

Illumination		Comment	Recommendation
Overhead OK	☐ No ☐ Yes	☐ Ambient and task lighting appropriate	☐ None
Task OK	☐ No ☐ Yes	☐ Ambient light level too high	☐ Increase ambient light level (see comment)
		☐ Ambient light level too low	☐ Decrease ambient light level (see comments)
		☐ Task lighting too low	☐ Add desktop task light (see comment)
		☐ Task lighting too high	☐ Remove desktop task light (see comment)
		☐ Other (comment)	☐ Other (comment)

Recommended Specifications

Seatpan height:		Armrest height:			Keyboard/Mouse height:		
Seatpan depth:		Armrest width:			Monitor height		
Seatpan width:		Writing/reading desk			Monitor distance:		