ErgoSystems OFFICE ERGONOMICS WORKSTATION EVALUATION

Evaluator (contact information)		**Stature** (no shoes)		Inches		**Reason for Assessment**
		Shoe Heel Height		Inches		New employee New workstation Medical issue Equipment Issue Furniture issue Other
Eval Date		**Handedness**	Right	Left	Ambidextrous	
Last Name		**Work Hours**	Full Time		Part Time	
First Name		**User**	Single-user		Multi-user	
Location	Work Office Home Office	**Vision**	No Correction	Reading Computer	Distance Contacts Bifocal Trifocal	

Company (name and address)	**Comments**

Purpose	The purpose of the evaluation is to identify and understand ergonomics issues noted by the evaluee. Specific focus is on the ergonomics issues of the workstation, work practices, and work process to provide a set of workstation set-up and use specifications and to offer reasonable and feasible suggestions to help improve comfort, safety, and productivity in the workplace. Information about ergonomics principles and applications is provided as needed. The 30/30/30 rule is encouraged; this promotes microbreaks – physical movement (stretch, standup, short walks, etc.) for at least 30 to 45 seconds at least every 30 to 45 minutes and try it for 30 days to make it a habit.	**Workstation Overview**

Chair			Comment	Recommendation
Chair ID			Chair fit/adjustment OK Chair not adjusted to full advantage Chair too small Chair too large Wrong type chair casters Back support not OK Armrests not OK Maintenance issue Other (comment)	None Chair adjusted with instructions in upright "keyboard position" and semi-reclined "conversation position" Replace casters Replace chair (see *Recommended Specifications*) Repair chair (comment) Other (comment)
Legs OK	No	Yes		
Casters	Carpet Hard surface			
Seatpan	Height Tilt	Tension Slide		
Back	Height Angle			
Armrest	Height Side	Rotate		
Maint Issue	No	Yes		

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 properly adjusted Worksurface does not have enough work area. Other (comment)	None Lower worksurface to ( ) inches Raise worksurface to ( ) inches Good candidate for a sit/stand workstation (see comment) Discussed protocol to maximize benefit of sit/stand workstation Reorganize to provide additional worksurface area Other (comment)
Type	Fixed Height Adjust Height			
Sit/Stand – current height	Stand ( ) inches Sit ( ) inches			

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 (comment)	None Add footrest to provide for foot support when seated Add footrest to provide for alternative foot placement when making use of recommended sit/stand workstation Remove foot/knee obstruction Other (comment)
Footrest	No Yes		
Clearance OK	No Yes		

Keyboard		Comment	Recommendation
Type	Straight Articulated Curved Other	Keyboard type and location appropriate Keyboard location does not allow neutral arm/hand position Keyboard type 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 Add gel keyboard wrist rest Other (comment)
Location	Worksurface Tray		
Technique	Piano Player Forearm Support		
Wrist Rest	No Yes		
Maint	No Yes		

Mouse		Comment	Recommendation
Type	Shell Touchpad Rollerball Other Vertical	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 Used	Right Left		
Set-up OK	No Yes		

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

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

Monitor			Comment	Recommendation
Number	Single Dual More		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 (comment) Add monitor riser (comment) Adjusted monitor resolution and provided user instruction Other (comment)
Viewing	Primary/Primary Primary/Secondary			
Position OK	No	Yes		
Adjust Stand	No	Yes		
Adjust 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 Add portrait holder Other (comment)
Format	NA Portrait Landscape			
Location	NA Side of monitor Between keyboard/monitor			

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

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 desktop space Add additional file storage 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 Decrease ambient light level Increase ambient light level Add desktop task light Remove desktop task light Other (comment)
Task OK	No	Yes		

Recommended Specifications (inches)				
Specification	**Sit**	**Stand**	**Description**	**Key**
Seatpan height:			**Seatpan height**: distance from floor to seatpan (at side of seatpan) with user in chair.	
Seatpan depth:			**Seatpan depth:** distance from back support to front of seatpan and allows for 1.5 to 2" of space between back of knee and front of seatpan.	
Seatpan width:			**Seatpan width:** outside distance from side-to-side of seatpan; allows for 1.5 to 2" between thigh and edge of seatpan.	
Armrest height:			**Armrest height:** distance from top of armrest to floor.	
Armrest width			**Armrest width:** distance between armrests measured from outside edge of each armrest.	
Writing / reading desk:			**Worksurface height:** (writing/reading desk) distance from floor to top surface of worksurface.	
Keyboard / mouse height:			**Keyboard/mouse height:** distance from floor to top surface of platform that keyboard/mouse rest on.	
Monitor height:			**Monitor height**: height from floor to top of monitor screen (not top of monitor bezel).	
Monitor distance:			**Monitor distance:** from eye position (bridge of nose between eyes) to screen.	

Product Recommendations	
Image	**Product Description (Model, Cost, Order Information, etc.)**

Follow-up

Date:

Date:

Illustrative Pictures	
Overview of workstation - seated	**Overview of workstation - standing**
View underneath desk	**View from behind looking at monitors**
Overhead view of keyboard in use	**Overhead view of mouse in use**
Side view of chair - upright position	**Side view of chair - semi-reclined position**
Illustrative Pictures	

Common Keyboard Shortcuts					
[CTRL] – A	Select "all" on a page	**[CTRL] – S**	Saves current file	**[ALT] – F4**	Close current program
[CTRL] – B	Apply "**bold**" to selection	**[CTRL] – U**	Apply "underlining" to selection	**[ALT] – Tab**	Toggles user through all open programs
[CTRL] – C	Copy the selection	**[CTRL] – V**	Paste contents of clipboard	**[Home]**	Move to beginning of current line
[CTRL] – F	Find particular text on a page	**[CTRL] – W**	Same as File > Close	**[End]**	Move to end of current line
[CTRL] – I	Apply *"italics"* to selection	**[CTRL] – X**	Cut the selection	**[CTRL] – Home**	Return to "Home" position (upper left) of window
[CTRL] – O	Same as File > Open	**[CTRL] – Y**	Redo last action	**[CTRL] – End**	Move to "End" position (lower right) of window
[CTRL] – P	Print	**[CTRL] – Z**	Undo last action	**[Tab]**	Tab forward through fields
[CTRL] – R	Refresh current page			**[SHIFT] – Tab**	Move backward when tabbing through fields