

# ErgoSystems OFFICE ERGONOMICS WORKSTATION ASSESSMENT

<b>Evaluator</b> name and contact information		<b>Stature</b>	inches	<b>Reason for Assessment</b> <input type="checkbox"/> New employee <input type="checkbox"/> New workstation <input type="checkbox"/> Medical issue <input type="checkbox"/> Equipment issue <input type="checkbox"/> Furniture issue <input type="checkbox"/> Other (comment)
		<b>Shoe Heel Height</b>	inches	
<b>Evaluation Date</b>		<b>Handedness</b>	<input type="checkbox"/> Right <input type="checkbox"/> Ambidextrous <input type="checkbox"/> Left	
<b>Last Name</b>		<b>Work Hours</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
<b>First Name</b>		<b>User (workstation)</b>	<input type="checkbox"/> Single-user <input type="checkbox"/> Multi-user	
<b>Location</b>	<input type="checkbox"/> Work Office <input type="checkbox"/> Home Office	<b>Vision</b>	<input type="checkbox"/> No correct <input type="checkbox"/> Bifocal <input type="checkbox"/> Reading <input type="checkbox"/> Trifocal <input type="checkbox"/> Distance <input type="checkbox"/> Computer <input type="checkbox"/> Contacts	
<b>Company name and address</b>				
<b>Purpose</b>	<p>The purpose of the evaluation is to identify and understand ergonomics issues noted by the evaluatee.</p> <p>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.</p> <p>Information about ergonomics principles and applications is provided as needed.</p> <p>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.</p>			

Chair	Comment	Recommendation	
<b>Chair ID</b>	<input type="checkbox"/> Chair fit/adjustment OK <input type="checkbox"/> Chair not adequately adjusted <input type="checkbox"/> Chair too small <input type="checkbox"/> Chair too large <input type="checkbox"/> Wrong type chair casters <input type="checkbox"/> Back support not OK <input type="checkbox"/> Armrests not OK <input type="checkbox"/> Maintenance issue (see comment) <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> 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. <input type="checkbox"/> Replace chair (see comment and Recommended Specifications) <input type="checkbox"/> Repair chair (see comment) <input type="checkbox"/> Other (comment)	
<b>Legs OK</b>			<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Casters</b>			<input type="checkbox"/> Carpet <input type="checkbox"/> Hard surface
<b>Seatpan</b>			<input type="checkbox"/> Height <input type="checkbox"/> Tilt <input type="checkbox"/> Tension <input type="checkbox"/> Slide
<b>Back</b>			<input type="checkbox"/> Height <input type="checkbox"/> Angle
<b>Armrest</b>			<input type="checkbox"/> Height <input type="checkbox"/> Side <input type="checkbox"/> Rotate
<b>Maint Issue</b>			<input type="checkbox"/> No <input type="checkbox"/> Yes

Worksurface		Comment	Recommendation
<b>Config</b>	<input type="checkbox"/> Straight <input type="checkbox"/> Corner <input type="checkbox"/> L-shape <input type="checkbox"/> U-shape	<input type="checkbox"/> Worksurface is appropriate <input type="checkbox"/> Worksurface is too low <input type="checkbox"/> Worksurface is too high <input type="checkbox"/> Would like to discuss options for a sit/stand workstation <input type="checkbox"/> Sit/stand worksurface not adequately adjusted <input type="checkbox"/> Worksurface does not have enough work area <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Lower worksurface to        inches <input type="checkbox"/> Raise worksurface to        inches <input type="checkbox"/> Good candidate for a sit/stand workstation (see comment). <input type="checkbox"/> Discussed protocol to maximize benefit of sit/stand workstation. Start with about 20 to 30 minutes of seated position, have a short walk (30 to 60 seconds) followed by 20 to 30 minutes of standing. Rotate through regimen for first few days and then modify times based on response. Goal is to, "Not wait until it is too late to move!" <input type="checkbox"/> Reorganize to provide additional worksurface area <input type="checkbox"/> Other (comment)
<b>Type</b>	<input type="checkbox"/> Fixed Height <input type="checkbox"/> Adjust Height		
<b>Sit/Stand – current height (inches)</b>	<input type="checkbox"/> Stand:        inches) <input type="checkbox"/> Sit:        inches)		

Foot/leg support/clearance		Comment	Recommendation
<b>Feet</b>	<input type="checkbox"/> Dangling <input type="checkbox"/> Supported	<input type="checkbox"/> Foot support appropriate <input type="checkbox"/> Feet dangling – not supported <input type="checkbox"/> No footrest for alternative foot position for seated worksurface <input type="checkbox"/> No footrest for alternative foot position for sit/stand worksurface <input type="checkbox"/> Inadequate foot/knee clearance <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Add footrest to provide for foot support when seated (see comment) <input type="checkbox"/> Add footrest to provide for alternative foot placement when making use of recommended sit/stand workstation. Allows for one foot up on footrest and then other foot up to provide for variation in standing position (see comment). <input type="checkbox"/> Remove foot/knee obstruction <input type="checkbox"/> Other (comment)
<b>Footrest</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Clearance OK</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		

Keyboard		Comment	Recommendation
<b>Type</b>	<input type="checkbox"/> Straight <input type="checkbox"/> Curved <input type="checkbox"/> Articulated <input type="checkbox"/> Other	<input type="checkbox"/> Keyboard type and location appropriate <input type="checkbox"/> Keyboard type does not allow neutral arm/hand position <input type="checkbox"/> Keyboard location does not allow neutral arm/hand position <input type="checkbox"/> No wrist rest in use for support <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Adjusted keyboard position and provided user instruction <input type="checkbox"/> Replace keyboard (see comment) <input type="checkbox"/> Add gel keyboard wrist rest (see comment) <input type="checkbox"/> Other (comment)
<b>Location</b>	<input type="checkbox"/> Worksurface <input type="checkbox"/> Tray		
<b>Technique</b>	<input type="checkbox"/> Piano Player <input type="checkbox"/> Forearm Supporter		
<b>Wrist Rest</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Maint</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		

Mouse		Comment	Recommendation
<b>Type</b>	<input type="checkbox"/> Shell <input type="checkbox"/> Rollerball <input type="checkbox"/> Vertical <input type="checkbox"/> Touchpad <input type="checkbox"/> Other	<input type="checkbox"/> Mouse type and location appropriate <input type="checkbox"/> Mouse type does not allow neutral arm/hand position <input type="checkbox"/> Mouse location does not allow neutral arm/hand position <input type="checkbox"/> Mouse wrist rest in the way <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Adjusted mouse position and provided user instruction <input type="checkbox"/> Replace mouse (see comment) <input type="checkbox"/> Remove mouse wrist rest <input type="checkbox"/> Other (comment)
<b>Location</b>	<input type="checkbox"/> Work surface <input type="checkbox"/> Tray		
<b>Hand</b>	<input type="checkbox"/> Right <input type="checkbox"/> Left		
<b>Set-up OK</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Keyboard Tray		Comment	Recommendation
<b>Tray in Use</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No keyboard tray, one needed <input type="checkbox"/> Keyboard tray appropriate <input type="checkbox"/> Keyboard tray limits reach access to worksurface <input type="checkbox"/> Tray type does not allow neutral arm/hand position <input type="checkbox"/> Tray location does not allow neutral hand/arm position <input type="checkbox"/> Tray mouse platform does not position mouse at same height as keyboard <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Adjusted keyboard tray position and provided user instruction <input type="checkbox"/> Remove keyboard tray (see comment) <input type="checkbox"/> Modify mouse tray to support mouse at same level as keyboard (see comment) <input type="checkbox"/> Add keyboard/mouse tray (see comment) <input type="checkbox"/> Other (comment)
<b>Height Adjust</b>	<input type="checkbox"/> NA <input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Angle Adjust</b>	<input type="checkbox"/> NA <input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Size Fits</b>	<input type="checkbox"/> NA <input type="checkbox"/> Keyboard only <input type="checkbox"/> Keyboard and mouse		
Computer		Comment	Recommendation
<b>Type</b>	<input type="checkbox"/> Desktop <input type="checkbox"/> Laptop	<input type="checkbox"/> Computer type and location are appropriate <input type="checkbox"/> Computer in the way <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Reposition computer out of way <input type="checkbox"/> Other (comment)
<b>Location</b>	<input type="checkbox"/> Work surface <input type="checkbox"/> Floor		
Monitor		Comment	Recommendation
<b>Number</b>	<input type="checkbox"/> Single <input type="checkbox"/> Dual <input type="checkbox"/> More the two	<input type="checkbox"/> Monitor type and location appropriate <input type="checkbox"/> Monitor too low <input type="checkbox"/> Monitor too high <input type="checkbox"/> Monitor too close <input type="checkbox"/> Monitor too far away <input type="checkbox"/> Monitor side-to-side alignment issue <input type="checkbox"/> Monitor resolution not appropriate. <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Adjusted monitor position and provided user instruction <input type="checkbox"/> Add monitor arm (see comment) <input type="checkbox"/> Add monitor riser see (comment) <input type="checkbox"/> Adjusted monitor resolution and provided user instruction <input type="checkbox"/> Other (comment)
<b>Viewing</b>	<input type="checkbox"/> Primary/Primary <input type="checkbox"/> Primary/Secondary		
<b>Position OK</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Adjustable Stand</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Adjustable Arm</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Resolution OK</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		

Document holder		Comment	Recommendation
<b>Holder</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Document holder OK <input type="checkbox"/> No document holder in use - not needed <input type="checkbox"/> No document holder in use - awkward head/neck position <input type="checkbox"/> Other(comment)	<input type="checkbox"/> None <input type="checkbox"/> Add landscape holder (see comment) <input type="checkbox"/> Add portrait holder (see comment) <input type="checkbox"/> Other (comment)
<b>Format</b>	<input type="checkbox"/> NA <input type="checkbox"/> Portrait <input type="checkbox"/> Landscape		
<b>Location</b>	<input type="checkbox"/> NA <input type="checkbox"/> Side <input type="checkbox"/> Front		
Telephone		Comment	Recommendation
<b>Type</b>	<input type="checkbox"/> Handset <input type="checkbox"/> Headset <input type="checkbox"/> Speaker <input type="checkbox"/> Mobile	<input type="checkbox"/> Telephone type and location appropriate <input type="checkbox"/> Telephone located in awkward position <input type="checkbox"/> Awkward head/neck position with handset use <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Add headset to allow for hands-free operation (see comment) <input type="checkbox"/> Reposition telephone <input type="checkbox"/> Other (comment)
<b>Location</b>	<input type="checkbox"/> Left <input type="checkbox"/> Right		
Storage		Comment	Recommendation
<b>Desktop OK</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Adequate desktop and file storage <input type="checkbox"/> Limited desktop storage <input type="checkbox"/> Limited file storage <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Housecleaning to free up space <input type="checkbox"/> Add additional file storage (see comment) <input type="checkbox"/> Other (comment)
<b>File OK</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
Illumination		Comment	Recommendation
<b>Overhead OK</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Ambient and task lighting appropriate <input type="checkbox"/> Ambient light level too high <input type="checkbox"/> Ambient light level too low <input type="checkbox"/> Task lighting too low <input type="checkbox"/> Task lighting too high <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Increase ambient light level (see comment) <input type="checkbox"/> Decrease ambient light level (see comments) <input type="checkbox"/> Add desktop task light (see comment) <input type="checkbox"/> Remove desktop task light (see comment) <input type="checkbox"/> Other (comment)
<b>Task OK</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		

Other	Comment	Recommendation
Other	Comment	Recommendation

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

Follow-up
Date:
Date:
Date:

**Common Keyboard Shortcuts**

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

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