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| **ErgoSystems OFFICE ERGONOMICS WORKSTATION EVALUATION** |
| **Evaluated by**  |  | **Stature** |  | Inches | **Assessment Reason** |
| **Eval Date** |  | **Shoe Heel Height** |  | Inches | ❑ New employee❑ New workstation❑ Medical issue❑ Equipment issue❑ Furniture issue❑ Other  |
| **Last Name** |  | **Handedness** | ❑ Right ❑ Left ❑ Ambidextrous |
| **First Name** |  | **Work Hours** | ❑ Full Time ❑ Part Time |
| **Location**  | ❑ Work Office ❑ Home Office | **User (workstation)** | ❑ Single-user ❑ Multi-user |
| **Company** (name and address) |  | **Vision** | ❑ No Correction❑ Reading❑ Computer | ❑ Distance❑ Contacts | ❑ Bifocal ❑ Trifocal |
| **Chair** | **Comment** | **Recommendation** |
| **Chair ID** |  | ❑ Chair fit/adjustment OK❑ Chair not properly adjusted❑ 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 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 |
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| **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 (see comment)❑ 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).❑ Remove foot/knee obstruction ❑ Other (comment) |
| **Footrest** | ❑ No ❑ Yes |
| **Clearance OK** | ❑ No ❑ Yes |
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| **Keyboard**  | **Comment** | **Recommendation** |
| **Type** | ❑ Straight❑ Curved | ❑ Articul❑ 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** | ❑ Worksurface ❑ Tray |
| **Technique** | ❑ Piano Player❑ Forearm Support |
| **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 is 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 ❑ 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 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 ❑ Front  |
| **Telephone** | **Comment** | **Recommendation** |
| **Type** | ❑ Handset❑ Headset | ❑ Speaker❑ Mobile | ❑ 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 ❑ Other (comment)  |
| **Location** | ❑ Left ❑ Right |
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| **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 |
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| **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 |
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| **Recommended Specifications (inches)** |

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| **Specification** | **Sit** | **Stand** | **Specification** | **Sit** | **Stand** | **Specification** | **Sit** | **Stand** |
| **Seatpan height:** |  |  | **Armrest height:** |  |  | **Keyboard/mouse height:** |  |  |
| **Seatpan depth:** |  |  | **Armrest width:** |  |  | **Monitor height:** |  |  |
| **Seatpan width:** |  |  | **Writing/reading desk height:** |  |  | **Monitor distance:** |  |  |