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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 | | |
|  |  | | |
| **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 | | |
|  | | | |
| **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 | | |
|  | | | |
| **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 | | |
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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:** |  |  |