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| **ErgoSystems OFFICE ERGONOMICS WORKSTATION EVALUATION** |
| **The purpose of the evaluation is to focus on ergonomics issues of the workstation, work practices, and work process to offer reasonable suggestions to help improve comfort, safety, and productivity in the workplace.** |
| **Background Information** |
| **Demographics** | **Work Activity** | **%** | **Reason for Assessment** |
| **Evaluated by** |  | **Computer** |  | New employeeNew workstationMedical issueEquipment/furniture issueOther (*comment below*) |
| **Eval Date**  |  | **Telephone** |  |
| **Last Name** |  | **Handwriting** |  |
| **First Name** |  | **10 key** |  |
| **Job Title** |  | **Read-hard copy** |  |
| **Dept** |  | **Meetings** |  |
| **Location** |  | **Other** |  |
| **Stature** *(shoeless)* |  | **Work Activity Comments** | **Other Information** |
| **Heel height** |  |  |  |
| **Handedness** | Right/Left/Ambidextrous |
| **Job demands** | Sedentary/Manual |
| **Work hours** | Full/Part time |
| **User** | Single/Multi |
| **Vision** | No correction//Reading/Distance/Bi/trifocal/Computer/Contacts |
| **Issues/Comments/Recommendations** |
| **Chair** | **Issue** | **Comment** | **Recommendation** |
| **Chair ID** |  | NoYes | ❑ Chair fit/adjustment OK❑ Chair not properly adjusted❑ Back support not OK❑ Armrests not OK❑ Chair too small❑ Chair too large❑ Maintenance issue (comment)❑ Other (comment) | ❑ None❑ Chair adjusted with instructions provided❑ Replace chair - refer to Recommended Specifications❑ Repair chair (comment)❑ Other (comment) |
| **Legs** | 4 / 5 / 6 |
| **Casters** | Carpet/Hard surface |
| **Seatpan** | Ht/Tilt/Tension/Slide |
| **Back** | Ht/Angle |
| **Armrest** | Ht/Side/Rotate |
| **Fit** | OK No/Yes |
| **Maint Issue** | No/Yes |
| **Worksurface** | **Issue** | **Comment** | **Recommendation** |
| **Config** | Straight/Corner/L-shape/U-shape | NoYes | ❑ Worksurface is appropriate❑ Worksurface is too low❑ Worksurface is too high❑ Worksurface does not have enough work area.❑ Other (comment) | ❑ None.❑ Lower worksurface - see Recommended Specifications❑ Raise worksurface - See Recommended Specifications.❑ Reorganize to provide additional worksurface area.❑ Other (comment) |
| **Type** | Fixed/Adjust |
| **Height** | Sit/Stand: ( “) |
|  |
| **Foot/leg support** | **Issue** | **Comment** | **Recommendation** |
| **Feet** | Dangling/Supported | NoYes | ❑ Foot support is appropriate❑ Feet dangling – not supported❑ Inadequate foot/knee clearance❑ Other (comment) | ❑ None.❑ Add footrest❑ Lower worksurface - see Recommended Specifications❑ Raise worksurface - See Recommended Specifications.❑ Remove foot/knee obstruction (comment).❑ Other (comment) |
| **Footrest** | No/Yes |
|  |
| **Keyboard Tray** | **Issue** | **Comment** | **Recommendation** |
| **Tray** | No/Yes | NoYes | ❑ Keyboard tray appropriate❑ Keyboard tray limits reach access to worksurface❑ Keyboard tray type does not allow neutral arm/hand position❑ Keyboard tray location does not allow neutral hand/arm position❑ Other (comment) | ❑ None❑ Adjusted keyboard tray position and provided user instruction❑ Remove tray - place keyboard directly on worksurface❑ Add tray – height and angle adjustable❑ Other (comment) |
| **Ht adjust**  | No/Yes |
| **Ang adjust** | No/Yes |
| **Size fits** | Keyboard onlyKeyboard-mouse |
|  |
| **Keyboard**  | **Issue** | **Comment** | **Recommendation** |
| **Type** | Straight/Curved/ Articulated/Other | NoYes | ❑ Keyboard type and location appropriate❑ Keyboard type does not allow neutral arm/hand position❑ Keyboard location does not allow neutral hand/arm position❑ No wrist rest in use for support❑ Other (comment) | ❑ None❑ Adjusted keyboard position and provided user instruction❑ Replace keyboard - see comments❑ Add gel keyboard wrist rest❑ Other (comment) |
| **Location** | Work surface/Tray |
| **Shortcuts** | Used: No/Yes |
| **Maint** | No/Yes |
|  |
| **Mouse** | **Issue** | **Comment** | **Recommendation** |
| **Type** | Shell/Rollerball/ Vertical/Joystick/ Touchpad/Other | NoYes | ❑ Mouse type and location appropriate❑ Mouse type does not allow neutral arm/hand position❑ Mouse location does not allow neutral hand/arm position❑ Mouse wrist rest in the way❑ Other (comment) | ❑ None❑ Adjusted mouse position and provided user instruction❑ Replace mouse - see comments❑ Remove mouse wrist rest❑ Other (comment) |
| **Location** | Work surface/Tray |
| **Scroll** | No/Yes |
| **Maint** | No/Yes |
|  |
| **Computer** | **Issue** | **Comment** | **Recommendation** |
| **Type** | Desktop/Laptop | NoYes | ❑ 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** | **Issue** | **Comment** | **Recommendation** |
| **Type** | CRT/LCD | NoYes | ❑ Monitor type and location appropriate❑ Monitor too low ❑ Monitor too high ❑ Monitor too close❑ Monitor too far away❑ Monitor resolution not appropriate.❑ Other (comment) | ❑ None❑ Adjusted monitor position and provided user instruction❑ Adjusted monitor resolution and provided user instruction❑ Add monitor riser (comment)❑ Other (comment) |
| **Number** | Single/Dual/More |
| **Adjustable Stand** | No/Yes |
| **Resolution** | OK No/Yes |  |
| **Position**  | OK No/Yes |  |
|  |
| **Document holder** | **Issue** | **Comment** | **Recommendation** |
| **Holder** | No/Yes | NoYes | ❑ No document holder in use - not needed❑ No document holder in use - awkward head/neck position❑ Other (comment) | None❑ Add landscape holder between keyboard and monitor❑ Add landscape holder off to side of monitor❑ Add portrait holder between keyboard and monitor❑ Add portrait holder off to side of monitor❑ Other (comment) |
| **Type** | Portrait/Landscape |
| **Location** | Side/Front |
|  |
| **Telephone** | **Issue** | **Comment** | **Recommendation** |
| **Type** | Handset/Headset/ Speaker | NoYes | ❑ 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 to left side worksurface❑ Reposition telephone to right side worksurface❑ Other (comment) |
| **Location** | Left/Right |
|  |
| **Storage** | **Issue** | **Comment** | **Recommendation** |
| **Desktop** | OK No/Yes | NoYes | ❑ Adequate desktop and file storage❑ Limited desktop storage❑ Limited file storage❑ Other (comment) | ❑ None❑ Housecleaning to provide additional desktop storage❑ Housecleaning to provide additional file storage❑ Add additional file storage❑ Other (comment) |
| **File**  | OK No/Yes |
|  |
| **Illumination** | **Issue** | **Comment** | **Recommendation** |
| **Overhead** | OK No/Yes | NoYes | ❑ Ambient and task lighting appropriate❑ Ambient light level too high❑ Ambient light level too low❑ Task lighting too high.❑ Task lighting too low❑ Other (comment) | ❑ None❑ Lower ambient light level❑ Raise ambient light level❑ Add desktop task light❑ Decrease desktop task light❑ Other (comment) |
| **Task** | OK No/Yes |
|  |
| **Other** | **Issue** | **Comment** | **Recommendation** |
|  | NoYes |  |  |
| **Other** | **Issue** | **Comment** | **Recommendation** |
|  | NoYes |  |  |

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| **Recommended Specifications (inches)** |
| **Seating System** | **Worksurface Height** | **Computer** |
| 1. *Seatpan height:*
 |  | *6. Writing/reading desk* |  | *7. Keyboard height:* |  |
| 1. *Seatpan depth:*
 |  |  |  | *8. Mouse height:* |  |
| 1. *Seatpan width:*
 |  |  |  | *9. Monitor height:* |  |
| 1. *Armrest height:*
 |  |  |  | *10. Monitor distance:* |  |
| 1. *Armrest width:*
 |  |  |  |  |  |

**NOTES**

1. **Seatpan height** is measured as the distance from the floor to the seatpan (at the side of the seatpan) with the user in the chair. Seatpan height is based on stature considering the height of the shoe heels.
2. **Seatpan depth** is measured as the distance from the back support to the front of the seatpan and allows for 1.5 to 2” of space between the back of the knee and front of the seatpan.
3. **Seatpan width** is measured as the distance side-to-side of the seatpan and allows for 1.5 to 2” of space between the thigh and side of the seatpan.
4. **Armrest height** is measured as the distance from the top of the armrest to the floor.
5. **Armrest width** is measured as the distance between the outside edges of the armrest.
6. **Worksurface height** (writing/reading desk)is measured as the distance from the floor to the top surface of the worksurface.
7. **Keyboard** **height** is the distance from the floor to the top surface of the platform that the keyboard rests on. (It is not to the top of the keyboard.)
8. **Mouse** **height** is the distance from the floor to the top surface of the platform that the mouse rests on. (It is not to the top of the mouse.)
9. **Monitor height** is height from the floor to the top of the monitor screen (not the top of the monitor bezel.)
10. **Monitor distance** is from the eye position (bridge of the nose between the eyes) to the screen.

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| **Follow-up** |
| **Date: ( / / )** |
| **Date: ( / / )** |
| **Date: ( / / )** |