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| **ErgoSystems Office Ergonomics Assessment** |
| ***Last name:*** |       | ***Stature:*** |  ft  in | ***Work hours:*** |  |
| ***First name:*** |       | ***Shoe heel ht:*** |  in | ***Comments:*** |
| ***Date:*** | Click here to enter a date. | ***Handedness:*** |  |       |
|  |  | ***Vision:***  |  |  |
| ***Company:*** |       | ***Job tasks:*** |  |  |
| ***Location:*** |       | ***Job demands:*** |  |  |
|  |  | ***User:*** |  |  |
|  |  | **Other station:** |  |  |
| Assessment performed by Mark Anderson, MA, PT, CPE, ErgoSystems Consulting Group, Inc. 7421 West Shoreline Dr., Waconia, MN 55387, *Voice*: 952-401-9296 *Email*: mark.anderson@ergosystemsconsulting.com. The purpose of the assessment is to focus on ergonomics issues of the workstation, work practices, and work process to provide a set of workstation set-up specifications and to offer reasonable suggestions to help improve comfort, safety, and productivity in the workplace. The 30/30 rule was encouraged - this promotes physical movement up and out of chair for at least 30 seconds at least every 30 minutes. |  |

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| **Chair** | Comment | Recommendation |
| Type |       |       | Instructed in upright “keyboard position” and semi-reclined “conversation position”. Recommended to alternate between these two seated postures based on job tasks throughout day.  |
| Legs |  |  |  |
| Casters |  |  |  |
| Seat |  |  |  |
| Back |  |  |  |
| Arms |  |  |  |
| **Foot support/Clearance** | **Comment** | **Recommendation** |
| FeetFootrest |  |       |       |
| **Worksurface** | **Comment** | **Recommendation** |
| Config |  |       |       |
| Type |  |  |  |
| **Keyboard Tray** | **Comment** | **Recommendation** |
| Used |  |       |       |
| Adjust |  |  |  |
| **Keyboard** | **Comment** | **Recommendation** |
| Type |  |       |       |
| Location |  |  |  |
| **Mouse** | **Comment** | **Recommendation** |
| Type |  |       |       |
| Location |  |  |  |
| **CPU** | **Comment** | **Recommendation** |
| Type |  |       |       |
| Location |  |  |  |
| **Monitor** | **Comment** | **Recommendation** |
| Type |  |       |       |
| Number |  |  |  |
| **Telephone** | **Comment** | **Recommendation** |
| Type |  |       |       |
| Location |  |  |  |
| **Document holder** | **Comment** | **Recommendation** |
| Type |  |       |       |
| Location |  |  |  |
| **Storage** | **Comment** | **Recommendation** |
| DesktopFile |       |       |
| **Lighting** | **Comment** | **Recommendation** |
| AmbientTask |       |       |

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| **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.  | **Rec Specs.png** |
| ***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:** distance 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)is 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. |

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| **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 |