ErgoSystems OFFICE ERGONOMICS WORKSTATION EVALUATION

Evaluator (contact information)		**Stature** (no shoes)		Inches		**Reason for Assessment**
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	
		User	Single-user		Multi-user	
Location	Work Office Home Office	**Vision**	No Correction	Reading Computer	Distance Contacts Bifocal Trifocal	
Company (name and address)		**Comments**				

Purpose	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 30/30/30 rule was 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.

Chair		Comment	Recommendation
Chair ID		Chair fit/adjustment OK	None
Legs OK	No Yes	Chair not adjusted to full advantage	Chair adjusted with instructions in upright "keyboard position" and semi-reclined "conversation position"
Casters	Carpet Hard surface	Chair too small Chair too large	Replace casters
Seatpan	Height Tension Tilt Slide	Wrong type chair casters Back support not OK	Replace chair (see *Recommended Specifications*)
Back	Height Angle	Armrests not OK Maintenance issue	Repair chair (comment) Other (comment)
Armrest	Height Side Rotate	Other (comment)	
Maint Issue	No Yes		

Worksurface		Comment	Recommendation
Config	Straight L-shape Corner U-shape	Worksurface is appropriate Worksurface is too low	None Lower worksurface to ( ) inches
Type	Fixed Height Adjust Height	Worksurface is too high Would like to discuss options for a sit/stand workstation.	Raise worksurface to ( ) inches Good candidate for a sit/stand workstation (see comment)
Sit/Stand – current height	Stand ( ) inches Sit ( ) inches	Sit/stand worksurface not properly adjusted Worksurface does not have enough work area. Other (comment)	Discussed protocol to maximize benefit of sit/stand workstation Reorganize to provide additional worksurface area Other (comment)

Foot/leg support/clearance		Comment	Recommendation
Feet	Dangling Supported	Foot support appropriate Feet dangling – not supported	None Add footrest to provide for foot support when seated
Footrest	No Yes	No footrest for alternative foot position for seated worksurface	Add footrest to provide for alternative foot placement when making use of recommended sit/stand workstation
Clearance OK	No Yes	No footrest for alternative foot position for sit/stand worksurface Inadequate foot/knee clearance Other (comment)	Remove foot/knee obstruction Other (comment)

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

Mouse			Comment	Recommendation
Type	Shell	Touchpad	Mouse type and location appropriate	None
	Rollerball	Other	Mouse type does not allow neutral arm/hand position	Adjusted mouse position and provided user instruction
	Vertical		Mouse location does not allow neutral arm/hand position	Replace mouse (see comment)
Location	Work surface		Mouse wrist rest in the way	Remove mouse wrist rest
	Tray		Other (comment)	Other (comment)
Hand Used	Right			
	Left			
Set-up OK	No	Yes		

Keyboard Tray				Comment	Recommendation
Tray in Use	No		Yes	No keyboard tray, none is needed	None
Height Adjust	NA	No	Yes	Keyboard tray appropriate	Continue to use keyboard tray
Angle Adjust	NA	No	Yes	Keyboard tray limits reach access to worksurface	Adjusted keyboard tray position and provided user instruction
Size Fits	NA			Tray location does not allow neutral hand/arm position	Remove keyboard tray
	Keyboard only			Tray type does not allow neutral arm/hand position	Modify mouse tray to support mouse at same level as keyboard
	Keyboard and mouse			Tray mouse platform does not position mouse at same height as keyboard	Add keyboard/mouse tray (see comment)
				Other (comment)	Other (comment)

Computer		Comment	Recommendation
Type	Desktop	Computer type and location are appropriate	None
	Laptop	Computer in the way	Reposition computer out of the way
Location	Work surface	Other (comment)	Other (comment)
	Floor		

Monitor			Comment	Recommendation
Number	Single		Monitor type and location appropriate	None
	Dual		Monitor too low	Adjusted monitor position and provided user instruction
	More		Monitor too high	Add monitor arm (comment)
Viewing	Primary/Primary		Monitor too close	Add monitor riser (comment)
	Primary/Secondary		Monitor too far away	Adjusted monitor resolution and provided user instruction
Position OK	No	Yes	Monitor side-to-side alignment issue	Other (comment)
Adjust Stand	No	Yes	Monitor resolution not appropriate.	
Adjust Arm	No	Yes	Other (comment)	
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 of monitor Between keyboard/monitor			

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 Reposition telephone Add headset to allow for hands-free operation 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 desktop space Add additional file storage 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 Decrease ambient light level Increase ambient light level Add desktop task light Remove desktop task light Other (comment)
Task OK	No	Yes		

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.	
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:** outside distance from 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) 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.	

Product Recommendations	
Image	**Product Description (Model, Cost, Order Information, etc.)**

Follow-up
Date:
Date:

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