

ErgoSystems OFFICE ERGONOMICS WORKSTATION EVALUATION

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|---|-----------------|-------------|---------------------------|---------------|------------------|-------------------|---|--------------|
| Evaluator (contact information) | | | Stature (no shoes) | | Inches | | Reason for Assessment New employee New workstation Medical issue Equipment Issue Furniture issue Other | |
| | | | Shoe Heel Height | | Inches | | | |
| Eval Date | | | Handedness | | Right | Left | | Ambidextrous |
| Last Name | | | Work Hours | | Full Time | | | Part Time |
| First Name | | | User | | Single-user | | Multi-user | |
| Location | Work Office | Home Office | Vision | No Correction | Reading Computer | Distance Contacts | Bifocal Trifocal | |
| Company (name and address) | Comments | | | | | | | |

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| Purpose | <p>The purpose of the evaluation is to identify and understand ergonomics issues noted by the evaluatee.</p> <p>Specific focus is on the ergonomics issues of the workstation, work practices, and work process to provide a set of workstation set-up and use specifications and to offer reasonable and feasible suggestions to help improve comfort, safety, and productivity in the workplace.</p> <p>Information about ergonomics principles and applications is provided as needed.</p> <p>The 30/30/30 rule is 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.</p> | <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Workstation Overview</div> |
|----------------|--|---|

| Chair | Comment | Recommendation | |
|--------------------|---|---|--|
| Chair ID | Chair fit/adjustment OK Chair not adjusted to full advantage 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 casters Replace chair (see <i>Recommended Specifications</i>) Repair chair (comment) Other (comment) | |
| Legs OK | | | No Yes |
| Casters | | | Carpet Hard surface |
| Seatpan | | | Height Tension Tilt Slide |
| Back | | | Height Angle |
| Armrest | | | Height Rotate Side |
| Maint Issue | | | No Yes |

| Worksurface | Comment | Recommendation | |
|-----------------------------------|--|---|--|
| Config | 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) | |
| | | | Straight L-shape Corner U-shape |
| 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 Add footrest to provide for alternative foot placement when making use of recommended sit/stand workstation Remove foot/knee obstruction Other (comment) |
| Footrest | No Yes | | |
| Clearance OK | No Yes | | |
| Keyboard | | Comment | Recommendation |
| Type | Straight Articulated Curved Other | Keyboard type and location appropriate Keyboard location does not allow neutral arm/hand position Keyboard type 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 Add gel keyboard wrist rest Other (comment) |
| Location | Worksurface Tray | | |
| Technique | Piano Player Forearm Support | | |
| Wrist Rest | No Yes | | |
| Maint | No Yes | | |
| | | | |
| Mouse | | Comment | Recommendation |
| Type | Shell Touchpad Rollerball Other Vertical | 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 Used | 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 location does not allow neutral hand/arm position Tray type does not allow neutral arm/hand position Tray mouse platform does not position mouse at same height as keyboard Other (comment) | None Continue to use keyboard tray 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 the way Other (comment) |
| Location | Work surface Floor | | |
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| 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 of monitor Between keyboard/monitor | | |
| Telephone | | Comment | Recommendation |
| Type | Handset Speaker Headset Mobile | Telephone type and location appropriate Telephone located in awkward position Awkward head/neck position with headset 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.) |
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Follow-up

Date:

Date:

| Illustrative Pictures | |
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| Overview of workstation - seated | Overview of workstation - standing |
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| View underneath desk | View from behind looking at monitors |
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| Overhead view of keyboard in use | Overhead view of mouse in use |
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| Side view of chair - upright position | Side view of chair - semi-reclined position |
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Common Keyboard Shortcuts

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|-------------------|---------------------------------------|-------------------|---|----------------------|--|
| [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 " <u>underlining</u> " 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 " <i>italics</i> " 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 |