



OFFICE ERGONOMICS Assessment Guidelines

Developed by:

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INTRODUCTION/HOW TO USE

Good Consumer!

Who sits at your desk? Who uses your computer? Who answers your phone? Who does your work? The answer is . . . **YOU!**

As a result **YOU** need to be the best consumer of your workspace possible. Helping you to be a good consumer is what the Office Ergonomics Assessment can do for you!

Ergonomics Assessment - Instructions

Ergonomics is all about establishing the right relationship between you and your workstation (chair, work surface and equipment). When you set-up and then maintain the correct relationship you will use ergonomics to be more comfortable and productive throughout your day.

To use the Assessment, you will apply a set of ergonomics principles to **SETUP** your workstation.

DEMOGRAPHIC INFORMATION

Fill in the blanks regarding background information

Name:	
Date:	
Department/Location:	
Job Position/Title:	
Body height (with shoes):	
Hand dominance	right, left or ambidextrous
Vision (circle all that apply):	uncorrected, eyeglasses, contacts, bifocals, trifocals, computer glasses, other _____

RELATIONSHIPS

Here is generally what you want to achieve in your relationship with your workstation:

Chair:

- Seat height to place your feet firmly on the floor. (Or if chair seat is raised up due to a high worksurface, a footrest to provide foot support.)
- Seat angle that positions you comfortably in the chair.
- Seat rocking tension that allows rocking but does not tip back easily.
- Seat depth that allows for 2 to 3" between back of the knee and front of your chair.
- Back support angle to position you upright when at the keyboard and slightly reclined when not at the keyboard.
- Back support height to provide lower and mid back support.
- Armrests that support your forearms with your shoulders relaxed and elbows at your sides.

Work surface:

- Worksurface height that places keyboard/mouse to match your desired hand position (SEE KEYBOARD/MOUSE BELOW). Depending on your worksurface type this means you will either:
 - Adjust your chair seat height to place your feet on the floor and then adjust the worksurface height (i.e. wall panel mounted or keyboard tray) to match your hand position. **OR**
 - Adjust your chair seat height to match your hand position with the fixed worksurface height (i.e. stand alone fixed height desk.) NOTE: This may result in your feet not touching the floor and you will need a footrest **OR** a change of worksurface type.
- Enough space under the worksurface for your knees and feet.

Keyboard/Mouse

- Keyboard/mouse placement that matches the height of your hands when seated at the correct height in your chair. Depending on your keyboard technique this will be either with:
 - Elbows at your sides at about 90° with wrists straight and fingers resting on the keys **OR**
 - Forearms resting on the worksurface with body pulled up close to worksurface edge, shoulders relaxed, wrists straight and fingers resting on the keys.
- Mouse positioned next to the keyboard. (Not far off to the side or front or a different height.)

Monitor

- Monitor positioned directly front of you. (Not at an angle off to the side.)
- Monitor height so top of monitor screen is at eye level or lower.
- Monitor distance at least arm's length from eye to screen.
- No glare on your monitor.

Vision

- Regular eye exams are very important. At some point you probably will need reading glasses (bifocals).
- To properly position your head when reading the monitor make sure you have the monitor at the correct height (low). You may also want to consider computer glasses. Contact your eye doctor.

Documents

- Hard copy documents place on a holder either:
 - In-line with you between your monitor and keyboard.
 - Placed slightly off to the side of the monitor.

Telephone

- Placed on the work surface within easy reach for dialing.
- Headset if telephone is used frequently (1 to 2 hours or more daily) and/or for long duration calls (longer than 5 minutes routinely).

Office equipment

- Placed in easy reach.

Lighting

- Enough overall room light to comfortably see generally in the workstation. (If when you shield your eyes with your hand, you see more comfortably you probably have too much overall light.)
- Enough task light to comfortably read documents in the workstation. (If you have to bend over to get closer to read hardcopy due to low light levels you probably need more task light.)

Environment

- Moderate environment in terms of noise, ventilation, temperature and humidity.

Storage

- Adequate desktop and file storage for your day-to-day work and general storage needs. (Many times regular purging and clean-up provide the storage you want.)

SYMPTOMS

<p>Related to your work activities are you symptom free in terms of being able to perform your job tasks? (NOTE: A 'NO' answer means you are experiencing pain or discomfort of your back, neck, arms, hands, shoulders, hips or other body areas that limits your ability to perform your job safely.)</p>	<p>YES</p>	<p>NO</p>	<p>Ignoring symptoms, hoping they will go away, seldom leads to the hoped for outcome. Early reporting of work related symptoms is crucial to controlling them and preventing future problems.</p>
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WORKSTATION SET- UP

Now that you have a good idea of a well set-up workstation the next step is to examine your workstation to determine if you need to make any changes.

STEP ONE – LEARN ABOUT YOUR CHAIR

Chair Adjustment

Your chair is one of your most important tools in the office. Being familiar with its adjustment features is critical. For most chairs you will be able to adjust:

- Seat height and tilt
- Back support height and angle
- Arm rest height and position

Many people don't use their chair to full advantage because they don't know how to adjust it. The way to get familiar with your chair is to experiment with the controls.

Once you are comfortable with your chair's adjustment features we will help you adjust it correctly.

Does the chair's seat height adjust up and down?	YES	NO	Lower it all the way down and then raise it all the way up. Make sure it works correctly. For now adjust it so your feet are flat on the floor.
Does the chair's seat tilt up and down?	YES	NO	If it tilts, adjust it to tilt it all the way one and then the other way to make sure it works. Adjust it so it is flat (parallel with the floor).
Does the chair's seat move forward or backward?	YES	NO	You may not have this adjustment. If you do, sit all the way back in the chair and adjust the seat so you have 2 to 3" behind the back of the knee and front of the chair. Always avoid pressure behind the knee caused by contact with the front of the chair.
Does the chair's seat fit your body size?	YES	NO	Chair seat size needs to comfortably accommodate your hips and thighs in terms of width and depth. Allow 1 to 2" on each side. NOTE: A NO answer indicates the chair is not the correct size and should be replaced.
Does the chair roll easily on the floor surface?	YES	NO	To roll easily and safely you should have hard plastic casters on carpet, softer rubberized casters on tile.
Does your chair's back rest move up and down?	YES	NO	Move it all the way up and down to ensure it works. Position the back rest to accommodate the natural curves of your spine.

Does your chair's back rest angle forward or backward?	YES	NO	Move it all the way from upright to angles back to make sure it works. Adjust it to sit upright in the chair.
Do your chair's armrests adjust up and down and/or side-to-side?	YES	NO	Move the armrests all the way up and down and/or side-to-side to ensure they work. Adjust them so they support your elbows with your shoulders in a comfortable position.
Is your chair functioning properly (no maintenance problems)?	YES	NO	A chair with maintenance problems is a safety hazard and cannot be used to its full potential. Make sure you report any maintenance problems (how to report?) NOTE: A NO answer indicates the chair should be replaced or repaired.

STEP TWO – LEARN ABOUT YOUR WORK SURFACE

You now can demonstrate your chair's features. Next you will learn about your work surface.

MOST CRITICAL POINT

How you set up your workstation depends on one critical point: **Can you adjust the height of your work surface?**

If you CAN adjust the work surface height (panel mounted work surface or keyboard tray) you will first adjust the chair seat height to place your feet firmly on the floor and THEN adjust everything else to match.			PLEASE NOTE: if you need to adjust the panel mounted work surface you will need to work with the Ergonomics Team and Facilities to accomplish this
If you CAN NOT adjust the work surface height (fixed height stand alone desk) you will need to adjust the seat height to place your hands at the right height to use the keyboard/mouse and THEN adjust everything else to match.			PLEASE NOTE: if you raise up the seat height you may no longer be able to get your feet on the floor and will need a footrest. You will need to contact the Ergonomics Team
Can you adjust the height of the work surface? <ul style="list-style-type: none"> Answer YES if you have a keyboard tray or a panel mounted worksurface. Answer NO if you have a fixed height desk. 	YES	NO	If you have a panel mounted worksurface and determine you need to adjust its height please contact the Ergonomics Team for assistance. If you have a fixed height desk and determine you need to adjust its height please contact the Ergonomics Team for assistance.

Where are your keyboard and mouse placed (check one):

- Work surface
- Tray

Your keyboard and mouse will either be on the worksurface or on a tray. In the Set-up section you will learn the proper adjustment. A keyboard/mouse tray allows you to adjust the height and angle of the keyboard and mouse. This can work well, but for people with shorter arms it may end causing a problem due to the excessive reach required to reach over it to items on the work surface.

STEP THREE – ADJUST YOUR CHAIR and WORKSURFACE HEIGHT

YES, CAN ADJUST WORKSURFACE HEIGHT (Tray or wall panel mounted)

Step 3.1 Adjust the chair seat height to place your feet flat on the floor.

Step 3.2 Determine your keyboard technique

What keyboard technique do you use?

- **PIANO PLAYER**
- **FOREARM SUPPORT**

If you use the **Piano Player technique** you will position your elbows at your sides and key with your wrists straight and fingers coming down to the keyboard.

If you use the **Forearm Support technique** you will pull up close to the edge of the work surface to position your forearms comfortably on the worksurface with fingers comfortably on the keyboard.

Step 3.3 If **Tray and you use Piano Player technique**; adjust the keyboard tray height and angle to place your elbows at your sides at about 90° with wrists straight and fingers resting on the keys.

OR

Step 3.3 If **Wall Panel Mounted Worksurface and you use Forearm Support technique**; determine if the worksurface is at the right height so you can pull up close to the edge of the work surface to position your forearms comfortably on the worksurface with fingers comfortably on the keyboard.

If the worksurface height does not allow this, contact the ergonomics team for assistance.

Step 3.3 Adjust remainder of chair features based on **Step One – Learn About Your Chair**.

NO, CAN NOT ADJUST WORKSURFACE HEIGHT (Fixed height desk)

Step 3.1 Determine your keyboard technique

What keyboard technique do you use?

- **PIANO PLAYER**
- **FOREARM SUPPORT**

If you use the **Piano Player technique** you will position your elbows at your sides and key with your wrists straight and fingers coming down to the keyboard.

If you use the **Forearm Support technique** you will pull up close to the edge of the work surface to position your forearms comfortably on the worksurface with fingers comfortably on the keyboard.

Step 3.2 If you use **Piano Player technique**; adjust the chair seat height to place your elbows at your sides at about 90° with wrists straight and fingers resting on the keys.

OR

Step 3.2 If you use **Forearm Support technique**; adjust your chair seat height so you can pull up close to the edge of the work surface to position your forearms comfortably on the worksurface with fingers comfortably on the keyboard.

If the worksurface height does not allow this, contact the Ergonomics Team for assistance.

Step 3.3 If your feet are not supported due to chair seat height; contact the Ergonomics Team for assistance.

Step 3.4 Adjust remainder of chair features based on **Step One – Learn About Your Chair.**

STEP FOUR – SET-UP COMPUTER EQUIPMENT

Do you have a keyboard wrist rest ?	YES	NO	<p>A wrist rest can be helpful. Wrist rests should be of the gel type and be the same height as the keyboard.</p> <p>The wrists should NOT be ‘anchored’ to the rest; rather the arms should be allowed to float side-to-side over the keyboard.</p>
<p>What type of keyboard do you have? (check one)</p> <ul style="list-style-type: none"> • STRAIGHTLINE • CURVED 			<p>Keyboard configuration is a matter of personal preference. The proper height and placement of the keyboard is most important.</p>
Have you placed the mouse next to the keyboard (as close as possible and at the same height) to minimize reach.	YES	NO	<p>Mouse types vary: shell, roller ball/track ball, touch pad, pen, joystick, etc.</p> <p>Mouse type is a matter of personal preference. The proper height and placement of the mouse is most important.</p> <p>The mouse should have a scroll wheel to eliminate the need to ‘click and drag’ to scroll documents.</p>
Do you have a mouse wrist rest ?	YES	NO	<p>Wrist rests should be of the gel type and be of a size that does not force the wrist/hand out of a neutral position.</p> <p>Your wrist should NOT be ‘anchored’ to the rest; rather the arm should be allowed to float side-to-side to move the mouse or if a trackball is used the hand/wrist</p>
Is your monitor position directly in front of you ?	YES	NO	<p>Rotating your neck to view the monitor places increased demands on your neck and shoulders.</p>

Does your monitor height (top of screen) allow you to look out and down to view the screen?	YES	NO	It is most natural for our eyes to look out and down when reading. Looking up is more demanding on our eyes and neck.
Is your monitor distance at least arm's length from your eyes?	YES	NO	It is easier for your eyes to focus at a greater distance.
Is your monitor free of glare?	YES	NO	Glare interferes with our eyes' ability to clearly see the information on the screen.
If you wear bifocals, trifocals , etc. have you accommodated (modified monitor height) for their use to ensure a neutral head position?	YES	NO	Lack of accommodation forces you into awkward, demanding head and neck postures.
Have you positioned documents to encourage your neutral neck/head position?	YES	NO	Documents laid flat on the desk or too far from the monitor cause awkward, demanding head and neck postures. <ul style="list-style-type: none"> Place them in-line with you on a stand between your monitor and keyboard. OR Place them slightly off to the side of the monitor on a stand.
Is your CPU (computer case) positioned to provide good access to the on/off switch and disc drives without being in the way?	YES	NO	Position the CPU either on the floor or desktop . Ensure access to on/off switches and disc drives . Do not block ventilation ports
Is your computer equipment functioning properly (no maintenance problems)?	YES	NO	Maintenance problems cause inefficiencies. Report maintenance problems to FILL IN.

STEP FIVE – OFFICE EQUIPMENT

If telephone use is a major part of your job (greater than 1 to 2 hours/day or calls exceeding 5 minutes) does your telephone set-up allow for neutral head/neck/shoulder position?	YES	NO	Extended telephone use may indicate a need for headset use, especially in combination with computer work.
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STEP SIX – STORAGE

Is your desktop and secondary storage adequate?	YES	NO	<p>Desktop – includes frequently accessed office tools, equipment and materials. Place these frequently used items within easy reach and avoid frequent overhead reaches or situations that require twists and reaches behind the body.</p> <p>Secondary – includes file drawer, shelf and cabinet storage. Store heavy and less frequently accessed items to minimize lifting, reaching, twisting or carrying.</p>
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STEP SEVEN – LIGHTING

Do you have adequate ambient and task lighting ?	YES	NO	<p>Computer work requires lower overall light levels than paper-oriented desk work.</p> <p>Ambient lighting – provide adequate ambient illumination levels to provide suitable ingress/egress.</p> <p>Task lighting – provide adequate task lighting focused on hard copy and other areas where reading is required other than computer monitor viewing. Accomplished with adjustable position and illumination intensity desktop, under cabinet or wall mounted task lighting.</p>
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STEP EIGHT - WORK ENVIRONMENT

Does your workplace have a moderate environment in terms of noise, ventilation, temperature and humidity?	YES	NO	<p>Here are some basic recommendations to create a moderate environment:</p> <p>Noise: ambient sound levels not higher than 55 decibels (dBA), moderate conversation levels.</p> <p>Ventilation: control unwanted air movement and work to eliminate areas of ‘dead’ air flow.</p> <p>Temperature: moderate temperature as feasible based on group consensus. Recognize it is not possible to get an entire group to agree on one temperature comfortable to all. Make use of personal controls (sweaters, fans, heaters as allowed, etc.)</p> <p>Humidity: Control work environment humidity as feasible to maintain comfortable levels, typical range of 20 to 40%</p>
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