

## DEMOGRAPHIC INFORMATION

Fill in the blanks regarding background information

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

## SYMPTOMS

Related to your work activities are you <b>symptom free</b> in terms of being able to perform your job tasks? <b>Describe:</b>  (NOTE: A 'NO' answer means experiencing pain or discomfort of back, neck, arms, hands, shoulders, hips or other body areas that limits ability to perform job safely.)	<b>YES</b>	<b>NO</b>
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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 CHAIR

<b>Does the chair's seat height adjust up and down?</b>	<b>YES</b>	<b>NO</b>
<b>Does the chair's seat tilt up and down?</b>	<b>YES</b>	<b>NO</b>
<b>Does the chair's seat move forward or backward?</b>	<b>YES</b>	<b>NO</b>
<b>Does the chair's seat fit your body size?</b>	<b>YES</b>	<b>NO</b>
<b>Does the chair roll easily on the floor surface?</b>	<b>YES</b>	<b>NO</b>
<b>Does your chair's back rest move up and down?</b>	<b>YES</b>	<b>NO</b>
<b>Does your chair's back rest angle forward or backward?</b>	<b>YES</b>	<b>NO</b>
<b>Do your chair's armrests adjust up and down and/or side-to-side?</b>	<b>YES</b>	<b>NO</b>
<b>Is your chair functioning properly (no maintenance problems)?</b>	<b>YES</b>	<b>NO</b>

**STEP TWO – LEARN ABOUT WORK SURFACE**

**Can you adjust the height of the work surface?**

- Answer **YES** if you have a keyboard tray or a panel mounted worksurface.
- Answer **NO** if you have a fixed height desk.

YES

NO

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

- Work surface
- Tray

**STEP THREE – ADJUST 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 keyboard technique

- PIANO PLAYER
- FOREARM SUPPORT

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

**OR**

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

**If the worksurface height does not allow this, height needs to be changed.**

**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 keyboard technique

- PIANO PLAYER
- FOREARM SUPPORT

**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, worksurface height will need to be changed.**

**Step 3.3** If feet are not supported due to chair seat height; foot rest will needed.

**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 <b>keyboard wrist rest</b> ?	<b>YES</b>	<b>NO</b>
What <b>type of keyboard</b> ? (circle one) <ul style="list-style-type: none"> <li>• STRAIGHTLINE</li> <li>• CURVED</li> </ul>		
Have you placed the <b>mouse next to the keyboard</b> (as close as possible and at the same height) to minimize reach.	<b>YES</b>	<b>NO</b>
Do you have a <b>mouse wrist rest</b> ?	<b>YES</b>	<b>NO</b>
Is your monitor position <b>directly in front of you</b> ?	<b>YES</b>	<b>NO</b>
Does your <b>monitor height</b> (top of screen) allow you to look out and down to view the screen?	<b>YES</b>	<b>NO</b>
Is your monitor distance <b>at least arm's length from your eyes</b> ?	<b>YES</b>	<b>NO</b>
Is your monitor free of <b>glare</b> ?	<b>YES</b>	<b>NO</b>
If you wear <b>bifocals, trifocals</b> , etc. have you accommodated (modified monitor height) for their use to ensure a neutral head position?	<b>YES</b>	<b>NO</b>
Have you <b>positioned documents</b> to encourage your neutral neck/head position?	<b>YES</b>	<b>NO</b>
Is your CPU (computer case) positioned to provide good <b>access to the on/off switch and disc drives</b> without being in the way?	<b>YES</b>	<b>NO</b>
Is your computer equipment functioning properly (no <b>maintenance</b> problems)?	<b>YES</b>	<b>NO</b>

**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 <b>telephone set-up allow for neutral head/neck/shoulder position</b> ?	<b>YES</b>	<b>NO</b>
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**STEP SIX – STORAGE**

Is your <b>desktop and secondary storage</b> adequate?	<b>YES</b>	<b>NO</b>
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**STEP SEVEN – LIGHTING**

Do you have <b>adequate ambient and task lighting</b> ?	<b>YES</b>	<b>NO</b>
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**STEP EIGHT - WORK ENVIRONMENT**

Does your workplace have a <b>moderate environment</b> in terms of noise, ventilation, temperature and humidity?	<b>YES</b>	<b>NO</b>
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ISSUES	RECOMMENDATIONS

### WORKSTATION SPECIFICATIONS (inches)

1. Seatpan height:		5. Worksurface height:	
2. Seatpan depth:		6. Keyboard/mouse height:	
3. Seatpan width:		7a. Monitor screen distance:	
4. Armrest height:		7b. Monitor screen height:	

#### Notes:

1. Seatpan height is based on \_\_\_\_\_" shoe heel height and is measured as distance from floor to top of seatpan (at side of seatpan) with user in chair.
2. Seatpan depth is from front edge of seatpan to back edge.
3. Seatpan width is from side edge to side edge.
4. Arm rest height is distance from floor to top surface of arm rest.
5. Worksurface height is from floor to top of worksurface.
6. Keyboard and pointing device (mouse) height is distance from floor to top surface of platform that keyboard/mouse rest on. (It is not to top of keyboard.)
7. Monitor screen distance is from screen to eye. Monitor screen height is from floor to top of monitor screen (not top of monitor bezel.)