

OFFICE ERGONOMICS WORKSTATION EVALUATION

The purpose of the evaluation is to focus on ergonomics issues of the workstation, work practices, and work process to offer reasonable suggestions to help improve comfort, safety, and productivity in the workplace.

Background Information

Demographics		Work Activity	%	Reason for Assessment
Evaluated by		Computer		New employee New workstation Medical issue Equipment/furniture issue Other (<i>comment below</i>)
Eval Date		Telephone		
Last Name		Handwriting		
First Name		10 key		
Job Title		Read-hard copy		
Dept		Meetings		
Location		Other		
Stature (<i>shoeless</i>)		Work Activity Comments		Other Information
Heel height				
Handedness	Right/Left/Ambidextrous			
Job demands	Sedentary/Manual			
Work hours	Full/Part time			
User	Single/Multi			
Vision	No correction//Reading/Distance/Bi/trifocal/Computer/Contacts			

Issues/Comments/Recommendations

Chair		Issue	Comment	Recommendation
Chair ID		No Yes	<input type="checkbox"/> Chair fit/adjustment OK <input type="checkbox"/> Chair not properly adjusted <input type="checkbox"/> Back support not OK <input type="checkbox"/> Armrests not OK <input type="checkbox"/> Chair too small <input type="checkbox"/> Chair too large <input type="checkbox"/> Maintenance issue (comment) <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Chair adjusted with instructions provided <input type="checkbox"/> Replace chair - refer to Recommended Specifications <input type="checkbox"/> Repair chair (comment) <input type="checkbox"/> Other (comment)
Legs	4 / 5 / 6			
Casters	Carpet/Hard surface			
Seatpan	Ht/Tilt/Tension/Slide			
Back	Ht/Angle			
Armrest	Ht/Side/Rotate			
Fit	OK No/Yes			
Maint Issue	No/Yes			
Worksurface		Issue	Comment	Recommendation
Config	Straight/Corner/ L-shape/U-shape	No Yes	<input type="checkbox"/> Worksurface is appropriate <input type="checkbox"/> Worksurface is too low <input type="checkbox"/> Worksurface is too high <input type="checkbox"/> Worksurface does not have enough work area. <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None. <input type="checkbox"/> Lower worksurface - see Recommended Specifications <input type="checkbox"/> Raise worksurface - See Recommended Specifications. <input type="checkbox"/> Reorganize to provide additional worksurface area. <input type="checkbox"/> Other (comment)
Type	Fixed/Adjust			
Height	Sit/Stand: (")			

Foot support/clearance		Issue	Comment	Recommendation
Feet	Dangling/Supported/ Clearance	No Yes	<input type="checkbox"/> Foot support is appropriate <input type="checkbox"/> Feet dangling – not supported <input type="checkbox"/> Inadequate foot/knee clearance <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None. <input type="checkbox"/> Add footrest <input type="checkbox"/> Lower worksurface - see Recommended Specifications <input type="checkbox"/> Raise worksurface - See Recommended Specifications. <input type="checkbox"/> Remove foot/knee obstruction (comment). <input type="checkbox"/> Other (comment)
Footrest	No/Yes			
Keyboard Tray		Issue	Comment	Recommendation
Tray	No/Yes	No Yes	<input type="checkbox"/> Keyboard tray appropriate <input type="checkbox"/> Keyboard tray limits reach access to worksurface <input type="checkbox"/> Keyboard tray type does not allow neutral arm/hand position <input type="checkbox"/> Keyboard tray location does not allow neutral hand/arm position <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Adjusted keyboard tray position and provided user instruction <input type="checkbox"/> Remove tray - place keyboard directly on worksurface <input type="checkbox"/> Other (comment)
Ht adjust	No/Yes			
Ang adjust	No/Yes			
Size fits	Keyboard only Keyboard-mouse			
Keyboard		Issue	Comment	Recommendation
Type	Straight/Curved/ Articulated/Other	No Yes	<input type="checkbox"/> Keyboard type and location appropriate <input type="checkbox"/> Keyboard type does not allow neutral arm/hand position <input type="checkbox"/> Keyboard location does not allow neutral hand/arm position <input type="checkbox"/> No wrist rest in use for support <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Adjusted keyboard position and provided user instruction <input type="checkbox"/> Replace keyboard - see comments <input type="checkbox"/> Add gel keyboard wrist rest <input type="checkbox"/> Other (comment)
Location	Work surface/Tray			
Shortcuts	Used: No/Yes			
Maint	No/Yes			
Mouse		Issue	Comment	Recommendation
Type	Shell/Rollerball/ Vertical/Joystick/ Touchpad/Other	No Yes	<input type="checkbox"/> Mouse type and location appropriate <input type="checkbox"/> Mouse type does not allow neutral arm/hand position <input type="checkbox"/> Mouse location does not allow neutral hand/arm position <input type="checkbox"/> Mouse wrist rest in the way <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Adjusted mouse position and provided user instruction <input type="checkbox"/> Replace mouse - see comments <input type="checkbox"/> Remove mouse wrist rest <input type="checkbox"/> Other (comment)
Location	Work surface/Tray			
Scroll	No/Yes			
Maint	No/Yes			
Computer		Issue	Comment	Recommendation
Type	Desktop/Laptop	No Yes	<input type="checkbox"/> Computer type and location are appropriate <input type="checkbox"/> Computer in the way <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Reposition computer out of way <input type="checkbox"/> Other (comment)
Location	Work surface/Floor			

Monitor		Issue	Comment	Recommendation
Type	CRT/LCD	No Yes	<input type="checkbox"/> Monitor type and location appropriate <input type="checkbox"/> Monitor too low <input type="checkbox"/> Monitor too high <input type="checkbox"/> Monitor too close <input type="checkbox"/> Monitor too far away <input type="checkbox"/> Monitor resolution not appropriate. <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Adjusted monitor position and provided user instruction <input type="checkbox"/> Adjusted monitor resolution and provided user instruction <input type="checkbox"/> Add monitor riser (comment) <input type="checkbox"/> Other (comment)
Number	Single/Dual/More			
Adjustable Stand	No/Yes			
Resolution	OK No/Yes			
Position	OK No/Yes			
Document holder		Issue	Comment	Recommendation
Holder	No/Yes	No Yes	<input type="checkbox"/> No document holder in use - not needed <input type="checkbox"/> No document holder in use - awkward head/neck position <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Add landscape holder between keyboard and monitor <input type="checkbox"/> Add landscape holder off to side of monitor <input type="checkbox"/> Add portrait holder between keyboard and monitor <input type="checkbox"/> Add portrait holder off to side of monitor <input type="checkbox"/> Other (comment)
Type	Portrait/Landscape			
Location	Side/Front			
Telephone		Issue	Comment	Recommendation
Type	Handset/Headset/Speaker	No Yes	<input type="checkbox"/> Telephone type and location appropriate <input type="checkbox"/> Telephone located in awkward position <input type="checkbox"/> Awkward head/neck position with handset use <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Add headset to allow for hands-free operation <input type="checkbox"/> Reposition telephone to left side worksurface <input type="checkbox"/> Reposition telephone to right side worksurface <input type="checkbox"/> Other (comment)
Location	Left/Right			
Storage		Issue	Comment	Recommendation
Desktop	OK No/Yes	No Yes	<input type="checkbox"/> Adequate desktop and file storage <input type="checkbox"/> Limited desktop storage <input type="checkbox"/> Limited file storage <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Housecleaning to provide additional desktop storage <input type="checkbox"/> Housecleaning to provide additional file storage <input type="checkbox"/> Add additional file storage <input type="checkbox"/> Other (comment)
File	OK No/Yes			
Illumination		Issue	Comment	Recommendation
Overhead	OK No/Yes	No Yes	<input type="checkbox"/> Ambient and task lighting appropriate <input type="checkbox"/> Ambient light level too high <input type="checkbox"/> Ambient light level too low <input type="checkbox"/> Task lighting too high. <input type="checkbox"/> Task lighting too low <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Lower ambient light level <input type="checkbox"/> Raise ambient light level <input type="checkbox"/> Add desktop task light <input type="checkbox"/> Decrease desktop task light <input type="checkbox"/> Other (comment)
Task	OK No/Yes			

Other	Issue	Comment	Recommendation
	No Yes		
Other	Issue	Comment	Recommendation
	No Yes		

Recommended Specifications (inches)

Seating System		Worksurface Height		Computer	
1. <i>Seatpan height:</i>		6. <i>Writing/reading desk</i>		7. <i>Keyboard height:</i>	
2. <i>Seatpan depth:</i>				8. <i>Mouse height:</i>	
3. <i>Seatpan width:</i>				9. <i>Monitor height:</i>	
4. <i>Armrest height:</i>				10. <i>Monitor distance:</i>	
5. <i>Armrest width:</i>					

NOTES

1. **Seatpan height** is measured as the distance from the floor to the seatpan (at the side of the seatpan) with the user in the chair. Seatpan height is based on stature considering the height of the shoe heels.
2. **Seatpan depth** is measured as the distance from the back support to the front of the seatpan and allows for 1.5 to 2" of space between the back of the knee and front of the seatpan.
3. **Seatpan width** is measured as the distance side-to-side of the seatpan and allows for 1.5 to 2" of space between the thigh and side of the seatpan.
4. **Armrest height** is measured as the distance from the top of the armrest to the floor.
5. **Armrest width** is measured as the distance between the outside edges of the armrest.
6. **Worksurface height** (writing/reading desk) is measured as the distance from the floor to the top surface of the worksurface.
7. **Keyboard height** is the distance from the floor to the top surface of the platform that the keyboard rests on. (It is not to the top of the keyboard.)
8. **Mouse height** is the distance from the floor to the top surface of the platform that the mouse rests on. (It is not to the top of the mouse.)
9. **Monitor height** is height from the floor to the top of the monitor screen (not the top of the monitor bezel.)
10. **Monitor distance** is from the eye position (bridge of the nose between the eyes) to the screen.

Follow-up

Date: (/ /)

Date: (/ /)

Date: (/ /)