



## ERGONOMICS WORKSTATION EVALUATION

The purpose of this 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

Date:	Location:	Supervisor:	Evaluator:
Last Name:		First Name:	Program:
Job Title:		Job Tasks:	
Stature: ft      in	Software Programs Used:	Keyboard Use (%)	Mouse Use (%)
Hand Dominance: <i>Right/Left/Ambidextrous</i>		Telephone Use (%)	Read (Monitor/Hard Copy) (%)
Vision: <i>Uncorrected/Reading/Distance/Bi/trifocal/Contacts</i>		Numeric Pad Use (%)	Write (%)

### EVALUATION (Note: all measurements in inches)

Chair	Work Environment	Computer
Chair Type <i>(model/brand)</i>	Work Surface Layout Corner/Side	Keyboard Type <i>(Std/Alternate)</i> Std/Alternate
Chair Adjustable: <i>height, tilt, lumbar, arms, seatpan</i> Yes/No	Frequently Used Items Close Yes/No	Input Device <i>(Std/Trkball/Other)</i> Std/Trkball/Other
Chair Repairs Needed (see Rec) Yes/No	Leg Room OK Yes/No	Keyboard/ Mouse Location Desk/Tray
Chair Acceptable Yes/No	Footrest Yes/No/Need	Palm Support Yes/No/Need
	Telephone Type Hand/Head/Both	Monitor <i>(type)</i> CRT/ LCD
<b>Recommended Chair Specs</b>	Document Holder Yes/No/Need	Monitor Position OK Yes/No
	Seatpan Height	<b>Recommended Computer Specs</b>
Seatpan Width	Illumination OK Yes/No	Keyboard/ Mouse Height
Seatpan Depth	Storage OK Yes/No	Monitor Height
Armrest Height	Mini-Stretch Breaks Yes/No	Monitor Distance
	<b>Rec Work Surface Height</b>	

creating healthy workspaces  
 through  
 healthy work habits

(OVER FOR COMMENTS/RECOMMENDATIONS/NOTES)

Last Name:

First Name:

COMMENTS/RECOMMENDATIONS

Comments:

Recommendation #1

Recommendation #2

Recommendation #3

Recommendation #4

Recommendation #5

Recommendation #6

NOTES

1. **Seatpan height** is based on stature considering the height of the shoe heels.
2. **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.
3. **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.
4. **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.
5. **Input device (mouse) and keyboard height** is the distance from the floor to the top surface of the platform that the keyboard/mouse rest on. (It is not to the top of the keyboard.)
6. **Monitor height** is height from the floor to the top of the monitor screen (not the top of the monitor bezel.)

7. **Monitor distance** is from the eye position (bridge of the nose between the eyes) to the screen.