



Office Ergonomics Workstation Assessment Worksheet

Date: _____ Name: _____ Dept: _____

HOW TO USE

A 'NO' answer to the following questions indicates a potential problem in that category. General information and illustrations that demonstrate positive examples are provided on the form.

WORKSPACE

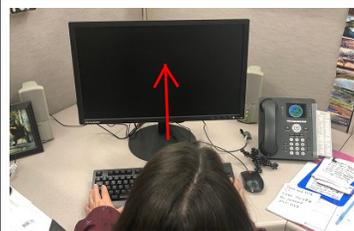
<p>Worksurface height allows you to position upper body (shoulders/ arms/ hands) in neutral position to use keyboard, mouse, pens, etc.?</p>	YES	NO	<p>Neutral body position is where joints, muscles, and, in fact, all the structures are able to perform the most work with the least amount of effort.</p> <ul style="list-style-type: none"> • Neck: head balanced over shoulders • Shoulders: relaxed comfortably rather than rounded forward, lowered or shrugged. • Wrists: wrists in line with forearms • Back: 3 natural curves--inward curves in the low back and neck and an outward curve in the mid back
			
Space for legs/feet under worksurface?	YES	NO	Space should allow legs to be stretched
Frequently used items within easy reach of seated posture?	YES	NO	Frequently used items should be within reach from a seated posture. Adjust if not.
Adequate storage space for your files, supplies, reference materials and personal items?	YES	NO	Decreased clutter promotes improved work efficiency. Workstation should be free of clutter.
Workspace is easily adjusted ?	YES	NO	Invites safe postures, frequent position changes and accommodates various users.

CHAIR

 <p>Adjust the Chair</p>	YES	NO	<p>Chair casters suitable for floor type? Hard plastic caster on carpet, softer rubberized caster on tile.</p>
 <p>Feet Flat on Floor</p>	YES	NO	<p>Chair has 5 legs? Replace if not a minimum of 5 legs for a rolling chair.</p>
 <p>Use of Foot Support</p>	YES	NO	<p>Adjusted chair seatpan height and/or tilt? Appropriate positioning places body/hands in neutral and feet on floor. Replace if not adjustable</p>
	YES	NO	<p>Seat pan size supports body weight and size? Seatpan size needs to comfortably accommodate user's hips and thighs. If not, Replace chair</p>
	YES	NO	<p>Seatpan tension set at the correct tension for body weight? Not tight enough if seatpan tips backward in uncontrolled manner. If not adjustable-Replace</p>
	YES	NO	<p>Seatpan depth (2 to 3") between seatpan and back of knees? Pressure on back of knees has a negative impact on circulation in lower legs. Replace if not adjustable.</p>
	YES	NO	<p>Seatpan waterfall front? Front edge that is rounded reduces pressure on the back of the legs. Replace if not rounded or approved</p>
	YES	NO	<p>Back support position adjusted to support spine in neutral? Back support height accommodates natural curves of spine and back support angle encourages neutral body postures. Replace if not adjustable.</p>
	YES	NO	<p>Armrests provide forearm support? Forearm support is with shoulders relaxed at sides, elbows at about 90° and wrists in line with forearms. Replace if armrests dont work.</p>
	YES	NO	<p>Chair functioning properly (no maintenance problems)? A chair with maintenance problems is a safety hazard and cannot effectively be used to its full potential. Replace as needed</p>

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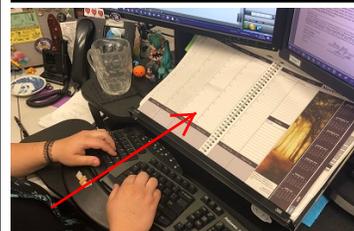
COMPUTER



Monitor Alignment



Monitor Height/Distance



Workpaper Position



Keyboard/Mouse Position

Monitor position directly in front of user?	YES	NO	Rotating neck to view monitor places increased demands on neck and shoulders. Adjust monitor
Monitor height (top of screen) at or slightly lower than eye level?	YES	NO	It is most natural for our eyes to look out and down when reading. Looking up is more demanding.
Monitor distance at maximum distance that allows optimal clarity?	YES	NO	It is easier for the eyes to focus at a greater distance.
Monitor free of glare ?	YES	NO	Glare interferes with our eyes' ability to clearly see the information on the screen.
Have accommodated for use of bifocals/computer glasses ?	YES	NO	Lack of accommodation forces the user into awkward, demanding head and neck postures.
Position documents to encourage 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.
Keyboard invites neutral shoulder/arm/hand position?	YES	NO	Proper keyboard height, angle, and placement results in neutral postures of shoulders/arms/wrists/hands.
Mouse invites neutral shoulder/arm/hand position?	YES	NO	Proper mouse size, height, angle, and placement results in neutral postures of shoulders/arms/wrists/hands.
Keyboard/mouse tray provides a stable platform within easy reach?	YES	NO	The keyboard and mouse should be within easy reach and at the same height.
Computer equipment functioning properly (no maintenance problems)?	YES	NO	Maintenance problems cause inefficiencies. Replace

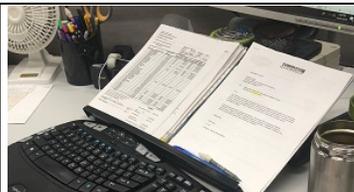
OFFICE EQUIPMENT



Telephone Headset

Telephone use allows for neutral head/neck/shoulder position?	YES	NO	Extended telephone use (greater than 1 to 2 hours/day or calls exceeding 10 minutes avg) may indicate a need for headset use. Order if needed
Access other frequently used office equipment using neutral body postures?	YES	NO	Poor access to office equipment invites awkward postures and increased stress/strain on the body.

WORK ENVIRONMENT



Task Light for Workpapers

Workstation light suitable for work being performed?	YES	NO	A general guide is lower light levels for computer use and brighter, more direct light for hard copy.
Noise levels conducive for workspace?	YES	NO	Too much or too little noise can be distracting.
Comfortable workstation temperature for work being performed?	YES	NO	Use personal controls (dress in layers, personal fans, etc.) to optimize comfort.