|  |
| --- |
| **ErgoSystems Office Ergonomics Workstation Evaluation** |
| **Date** |  | **Stature** |  | Inches | **Reason for Assessment** |
| **Last Name** |  | **Shoe Heel Ht** |  | Inches | [ ]  New employee |
| **First Name** |  | **Handedness** | [ ]  Right | [ ]  Left | [ ]  Ambidextrous | [ ]  New workstation |
| **Location** | [ ]  Work Office [ ]  Home Office | **Work Hours** | [ ]  Full Time | [ ]  Part Time | [ ]  Medical issue |
| **Company** |  | **Share office**  | [ ]  Yes | [ ]  No | [ ]  Equipment issue |
| **Vision** (Select all that apply) | [ ]  No correction | [ ]  Contacts | [ ]  Furniture issue |
| **Comments** |  | [ ]  Reading | [ ]  Distance | [ ]  Other |
| [ ]  Bi/Trifocal | [ ]  Computer |
| **Chair** | **Comment** | **Recommendation** |
| **Chair ID** |  | [ ]  Chair fit/adjustment OK[ ]  Chair not adequately adjusted[ ]  Chair too small[ ]  Chair too large[ ]  Wrong type chair casters[ ]  Back support not OK[ ]  Armrests not OK[ ]  Maintenance issue (see Comments)[ ]  Other  | [ ]  None[ ]  Chair adjusted with instructions in upright “keyboard position” and semi-reclined “conversation position”. [ ]  Recommended to alternate between these two seated postures, along with standing and microbreaks, based on job tasks throughout day.[ ]  Replace chair (see Comments)[ ]  Repair chair (see Comments)[ ]  Other |
| **Legs OK** | [ ]  No [ ]  Yes |
| **Casters** | [ ]  Carpet [ ]  Hard surface |
| **Seatpan** | [ ]  Height [ ]  Tilt[ ]  Tension [ ]  Slide |
| **Back** | [ ]  Height [ ]  Angle[ ]  Fixed |
| **Armrest** | [ ]  Height [ ]  Side-to-side[ ]  Rotate [ ]  Fixed |
| **Maint. Issue** | [ ]  No [ ]  Yes |

|  |  |  |
| --- | --- | --- |
| **Worksurface** | **Comment** | **Recommendation** |
| **Config** | [ ]  Straight [ ]  Corner[ ]  L-shape [ ]  U-shape | [ ]  Worksurface is appropriate[ ]  Worksurface is too low[ ]  Worksurface is too high[ ]  Would like to discuss options for a sit/stand workstation[ ]  Sit/stand worksurface not adequately adjusted[ ]  Worksurface does not have enough work area[ ]  Other  | [ ]  None[ ]  Lower worksurface to inches[ ]  Raise worksurface to inches[ ]  Suitable candidate for a sit/stand workstation (see comment).[ ]  Discussed protocol to maximize benefit of sit/stand workstation. [ ]  Reorganize worksurface content to provide additional worksurface area[ ]  Other  |
| **Type** | [ ]  Fixed Height [ ]  Adjust Height |
| **Sit/Stand – current height (inches)** | [ ]  Stand \_\_\_\_\_\_\_\_\_[ ]  Sit \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Foot / Leg support / Clearance** | **Comment** | **Recommendation** |
| **Feet** | [ ]  Dangling [ ]  Supported | [ ]  Foot support appropriate[ ]  Feet dangling – not supported[ ]  No footrest for alternative foot position for seated worksurface[ ]  No footrest for alternative foot position for sit/stand worksurface[ ]  Inadequate foot/knee clearance[ ]  Other (see Comments) | [ ]  None[ ]  Add footrest to provide for foot support when seated (see comment)[ ]  Remove foot/knee obstruction[ ]  Other (see Comments) |
| **Footrest** | [ ]  No [ ]  Yes |
| **Clearance OK** | [ ]  No [ ]  Yes |
|  |
| **Keyboard**  | **Comment** | **Recommendation** |
| **Type** | [ ]  Straight [ ]  Curved[ ]  Articulate [ ]  Other | [ ]  Keyboard type and location appropriate[ ]  Keyboard type does not allow neutral arm/hand position[ ]  Keyboard location does not allow neutral arm/hand position[ ]  No wrist rest in use for support[ ]  Other (comment)  | [ ]  None[ ]  Adjusted keyboard position and provided user instruction[ ]  Replace keyboard (see comment)[ ]  Add gel keyboard wrist rest (see comment)[ ]  Other (comment)  |
| **Location** | [ ]  Work Surface [ ]  Tray |
| **Technique** | [ ]  Piano Player[ ]  Forearm Supporter |
| **Wrist Rest** | [ ]  No [ ]  Yes |
| **Maint** | [ ]  No [ ]  Yes |
| **Mouse** | **Comment** | **Recommendation** |
| **Type** | [ ]  Shell [ ]  Rollerball[ ]  Vertical [ ]  Touchpad[ ]  Other | [ ]  Mouse type and location appropriate[ ]  Mouse type does not allow neutral arm/hand position[ ]  Mouse location does not allow neutral arm/hand position[ ]  Mouse wrist rest in the way[ ]  Other (comment)  | [ ]  None[ ]  Adjusted mouse position and provided user instruction[ ]  Replace mouse (see comment)[ ]  Remove mouse wrist rest[ ]  Other (comment)  |
| **Location** | [ ]  Work Surface [ ]  Tray |
| **Hand** | [ ]  Right [ ]  Left |
| **Set-up OK** | [ ]  No [ ]  Yes |
| **Keyboard Tray** | **Comment** | **Recommendation** |
| **Tray in Use** | [ ]  No [ ]  Yes | [ ]  No keyboard tray, none needed[ ]  Keyboard tray appropriate[ ]  Keyboard tray limits reach access to worksurface[ ]  Tray type does not allow neutral arm/hand position[ ]  Tray location does not allow neutral hand/arm position[ ]  Tray mouse platform does not position mouse at same height as keyboard[ ]  Other (comment)  | [ ]  None[ ]  Adjusted keyboard tray position and provided user instruction[ ]  Remove keyboard tray (see comment)[ ]  Modify mouse tray to support mouse at same level as keyboard (see comment)[ ]  Add keyboard/mouse tray (see comment)[ ]  Other (comment) |
| **Height Adjust**  | [ ]  NA [ ]  No [ ]  Yes |
| **Angle Adjust** | [ ]  NA [ ]  No [ ]  Yes |
| **Size Fits** | [ ]  NA [ ]  Keyboard only[ ]  Keyboard/mouse |
| **Computer** | **Comment** | **Recommendation** |
| **Type** | [ ]  Desktop [ ]  Laptop | [ ]  Computer type and location are appropriate[ ]  Computer in the way[ ]  Other (comment) | [ ]  None[ ]  Reposition computer out of way[ ]  Other (comment)  |
| **Location** | [ ]  Work surface [ ]  Floor |
| **Monitor** | **Comment** | **Recommendation** |
| **Number** | [ ]  Single [ ]  Dual[ ]  More than two | [ ]  Monitor type and location appropriate[ ]  Monitor too low[ ]  Monitor too high [ ]  Monitor too close[ ]  Monitor too far away[ ]  Monitor side-to-side alignment issue[ ]  Monitor resolution not appropriate.[ ]  Other (comment)  | [ ]  None[ ]  Adjusted monitor position and provided user instruction[ ]  Add monitor arm (see comment) [ ]  Add monitor riser see (comment) [ ]  Adjusted monitor resolution and provided user instruction[ ]  Other (comment)  |
| **Viewing**  | [ ]  Primary/Primary[ ]  Primary/Secondary |
| **Position OK** | [ ]  No [ ]  Yes |
| **Adjustable Stand** | [ ]  No [ ]  Yes |
| **Adjustable Arm** | [ ]  No [ ]  Yes |
| **Resolution OK** | [ ]  No [ ]  Yes |
| **Document holder** | **Comment** | **Recommendation** |
| **Holder** | [ ]  No [ ]  Yes | [ ]  Document holder OK[ ]  No document holder in use - not needed[ ]  No document holder in use - awkward head/neck position[ ]  Other(comment) | [ ]  None[ ]  Add landscape holder (see comment)[ ]  Add portrait holder (see comment)[ ]  Other (comment) |
| **Format** | [ ]  NA [ ]  Portrait[ ]  Landscape |
| **Location** | [ ]  NA [ ]  Side [ ]  Front  |
| **Telephone/Webcam** | **Comment** | **Recommendation** |
| **Type** | [ ]  Handset [ ]  Headset[ ]  Speaker [ ]  Mobile | [ ]  Telephone/Webcam type and location appropriate[ ]  Telephone/Webcam located in awkward position[ ]  Awkward head/neck position [ ]  Other (comment) | [ ]  None[ ]  Add headset to allow for hands-free operation (see comment)[ ]  Reposition telephone/Webcam [ ]  Other (comment)  |
| **Location** | [ ]  Left [ ]  Right |
| **Storage** | **Comment** | **Recommendation** |
| **Desktop OK** | [ ]  No [ ]  Yes | [ ]  Adequate desktop and file storage[ ]  Limited desktop storage[ ]  Limited file storage[ ]  Other (comment) | [ ]  None[ ]  Housecleaning to free up space[ ]  Add additional file storage (see comment)[ ]  Other (comment) |
| **File OK** | [ ]  No [ ]  Yes |
| **Illumination** | **Comment** | **Recommendation** |
| **Overhead OK** | [ ]  No [ ]  Yes | [ ]  Ambient and task lighting appropriate[ ]  Ambient light level too high[ ]  Ambient light level too low[ ]  Task lighting too low[ ]  Task lighting too high[ ]  Other (comment) | [ ]  None[ ]  Increase ambient light level (see comment)[ ]  Decrease ambient light level (see comments)[ ]  Add desktop task light (see comment)[ ]  Remove desktop task light (see comment)[ ]  Other (comment)  |
| **Task OK** | [ ]  No [ ]  Yes |
|  |
| **Recommended Specifications** |
| **Seatpan height:** |  | **Armrest height:** |  | **Keyboard/Mouse height:** |  |  |
| **Seatpan depth:** |  | **Armrest width:** |  | **Monitor height** |  |  |
| **Seatpan width:** |  | **Writing/reading desk** |  |  | **Monitor distance:** |  |