

## ErgoSystems Office Ergonomics Workstation Evaluation

<b>Date</b>		<b>Stature</b>	Inches	<b>Reason for Assessment</b>
<b>Last Name</b>		<b>Shoe Heel Ht</b>	Inches	<input type="checkbox"/> New employee
<b>First Name</b>		<b>Handedness</b>	<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Ambidextrous	<input type="checkbox"/> New workstation
<b>Location</b>	<input type="checkbox"/> Work Office <input type="checkbox"/> Home Office	<b>Work Hours</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Medical issue
<b>Company</b>		<b>Share office</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Equipment issue
		<b>Vision</b>	<input type="checkbox"/> No correction <input type="checkbox"/> Contacts	<input type="checkbox"/> Furniture issue
<b>Comments</b>		(Select all that apply)	<input type="checkbox"/> Reading <input type="checkbox"/> Distance	<input type="checkbox"/> Other
			<input type="checkbox"/> Bi/Trifocal <input type="checkbox"/> Computer	

Chair	Comment	Recommendation	
<b>Chair ID</b>	<input type="checkbox"/> Chair fit/adjustment OK <input type="checkbox"/> Chair not adequately adjusted <input type="checkbox"/> Chair too small <input type="checkbox"/> Chair too large <input type="checkbox"/> Wrong type chair casters <input type="checkbox"/> Back support not OK <input type="checkbox"/> Armrests not OK <input type="checkbox"/> Maintenance issue (see Comments) <input type="checkbox"/> Other	<input type="checkbox"/> None <input type="checkbox"/> Chair adjusted with instructions in upright “keyboard position” and semi-reclined “conversation position”. <input type="checkbox"/> Recommended to alternate between these two seated postures, along with standing and microbreaks, based on job tasks throughout day. <input type="checkbox"/> Replace chair (see Comments) <input type="checkbox"/> Repair chair (see Comments) <input type="checkbox"/> Other	
<b>Legs OK</b>			<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Casters</b>			<input type="checkbox"/> Carpet <input type="checkbox"/> Hard surface
<b>Seatpan</b>			<input type="checkbox"/> Height <input type="checkbox"/> Tilt <input type="checkbox"/> Tension <input type="checkbox"/> Slide
<b>Back</b>			<input type="checkbox"/> Height <input type="checkbox"/> Angle <input type="checkbox"/> Fixed
<b>Armrest</b>			<input type="checkbox"/> Height <input type="checkbox"/> Side-to-side <input type="checkbox"/> Rotate <input type="checkbox"/> Fixed
<b>Maint. Issue</b>			<input type="checkbox"/> No <input type="checkbox"/> Yes

Worksurface	Comment	Recommendation	
<b>Config</b>	<input type="checkbox"/> Worksurface is appropriate <input type="checkbox"/> Worksurface is too low <input type="checkbox"/> Worksurface is too high <input type="checkbox"/> Would like to discuss options for a sit/stand workstation <input type="checkbox"/> Sit/stand worksurface not adequately adjusted <input type="checkbox"/> Worksurface does not have enough work area <input type="checkbox"/> Other	<input type="checkbox"/> None <input type="checkbox"/> Lower worksurface to inches <input type="checkbox"/> Raise worksurface to inches <input type="checkbox"/> Suitable candidate for a sit/stand workstation (see comment). <input type="checkbox"/> Discussed protocol to maximize benefit of sit/stand workstation. <input type="checkbox"/> Reorganize worksurface content to provide additional worksurface area <input type="checkbox"/> Other	
<b>Type</b>			<input type="checkbox"/> Straight <input type="checkbox"/> Corner <input type="checkbox"/> L-shape <input type="checkbox"/> U-shape
<b>Sit/Stand – current height (inches)</b>			<input type="checkbox"/> Fixed Height <input type="checkbox"/> Adjust Height
		<input type="checkbox"/> Stand _____ <input type="checkbox"/> Sit _____	

Foot / Leg support / Clearance	Comment	Recommendation	
<b>Feet</b>	<input type="checkbox"/> Foot support appropriate <input type="checkbox"/> Feet dangling – not supported <input type="checkbox"/> No footrest for alternative foot position for seated worksurface <input type="checkbox"/> No footrest for alternative foot position for sit/stand worksurface <input type="checkbox"/> Inadequate foot/knee clearance <input type="checkbox"/> Other (see Comments)	<input type="checkbox"/> None <input type="checkbox"/> Add footrest to provide for foot support when seated (see comment) <input type="checkbox"/> Remove foot/knee obstruction <input type="checkbox"/> Other (see Comments)	
<b>Footrest</b>			<input type="checkbox"/> Dangling <input type="checkbox"/> Supported
<b>Clearance OK</b>			<input type="checkbox"/> No <input type="checkbox"/> Yes

Keyboard	Comment	Recommendation	
<b>Type</b>	<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 arm/hand 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 comment) <input type="checkbox"/> Add gel keyboard wrist rest (see comment) <input type="checkbox"/> Other (comment)	
<b>Location</b>			<input type="checkbox"/> Straight <input type="checkbox"/> Curved <input type="checkbox"/> Articulate <input type="checkbox"/> Other
<b>Technique</b>			<input type="checkbox"/> Work Surface <input type="checkbox"/> Tray
<b>Wrist Rest</b>			<input type="checkbox"/> Piano Player <input type="checkbox"/> Forearm Supporter
<b>Maint</b>			<input type="checkbox"/> No <input type="checkbox"/> Yes

Mouse	Comment	Recommendation	
<b>Type</b>	<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 arm/hand 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 comment) <input type="checkbox"/> Remove mouse wrist rest <input type="checkbox"/> Other (comment)	
<b>Location</b>			<input type="checkbox"/> Shell <input type="checkbox"/> Rollerball <input type="checkbox"/> Vertical <input type="checkbox"/> Touchpad <input type="checkbox"/> Other
<b>Hand</b>			<input type="checkbox"/> Work Surface <input type="checkbox"/> Tray
<b>Set-up OK</b>			<input type="checkbox"/> Right <input type="checkbox"/> Left
	<input type="checkbox"/> No <input type="checkbox"/> Yes		

Keyboard Tray		Comment	Recommendation
<b>Tray in Use</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No keyboard tray, none needed <input type="checkbox"/> Keyboard tray appropriate <input type="checkbox"/> Keyboard tray limits reach access to worksurface <input type="checkbox"/> Tray type does not allow neutral arm/hand position <input type="checkbox"/> Tray location does not allow neutral hand/arm position <input type="checkbox"/> Tray mouse platform does not position mouse at same height as keyboard <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Adjusted keyboard tray position and provided user instruction <input type="checkbox"/> Remove keyboard tray (see comment) <input type="checkbox"/> Modify mouse tray to support mouse at same level as keyboard (see comment) <input type="checkbox"/> Add keyboard/mouse tray (see comment) <input type="checkbox"/> Other (comment)
<b>Height Adjust</b>	<input type="checkbox"/> NA <input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Angle Adjust</b>	<input type="checkbox"/> NA <input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Size Fits</b>	<input type="checkbox"/> NA <input type="checkbox"/> Keyboard only <input type="checkbox"/> Keyboard/mouse		

Computer		Comment	Recommendation
<b>Type</b>	<input type="checkbox"/> Desktop <input type="checkbox"/> Laptop	<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)
<b>Location</b>	<input type="checkbox"/> Work surface <input type="checkbox"/> Floor		

Monitor		Comment	Recommendation
<b>Number</b>	<input type="checkbox"/> Single <input type="checkbox"/> Dual <input type="checkbox"/> More than two	<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 side-to-side alignment issue <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"/> Add monitor arm (see comment) <input type="checkbox"/> Add monitor riser see (comment) <input type="checkbox"/> Adjusted monitor resolution and provided user instruction <input type="checkbox"/> Other (comment)
<b>Viewing</b>	<input type="checkbox"/> Primary/Primary <input type="checkbox"/> Primary/Secondary		
<b>Position OK</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Adjustable Stand</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Adjustable Arm</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Resolution OK</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		

Document holder		Comment	Recommendation
<b>Holder</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Document holder OK <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 (see comment) <input type="checkbox"/> Add portrait holder (see comment) <input type="checkbox"/> Other (comment)
<b>Format</b>	<input type="checkbox"/> NA <input type="checkbox"/> Portrait <input type="checkbox"/> Landscape		
<b>Location</b>	<input type="checkbox"/> NA <input type="checkbox"/> Side <input type="checkbox"/> Front		

Telephone/Webcam		Comment	Recommendation
<b>Type</b>	<input type="checkbox"/> Handset <input type="checkbox"/> Headset <input type="checkbox"/> Speaker <input type="checkbox"/> Mobile	<input type="checkbox"/> Telephone/Webcam type and location appropriate <input type="checkbox"/> Telephone/Webcam located in awkward position <input type="checkbox"/> Awkward head/neck position <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Add headset to allow for hands-free operation (see comment) <input type="checkbox"/> Reposition telephone/Webcam <input type="checkbox"/> Other (comment)
<b>Location</b>	<input type="checkbox"/> Left <input type="checkbox"/> Right		

Storage		Comment	Recommendation
<b>Desktop OK</b>	<input type="checkbox"/> No <input type="checkbox"/> 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 free up space <input type="checkbox"/> Add additional file storage (see comment) <input type="checkbox"/> Other (comment)
<b>File OK</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		

Illumination		Comment	Recommendation
<b>Overhead OK</b>	<input type="checkbox"/> No <input type="checkbox"/> 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 low <input type="checkbox"/> Task lighting too high <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Increase ambient light level (see comment) <input type="checkbox"/> Decrease ambient light level (see comments) <input type="checkbox"/> Add desktop task light (see comment) <input type="checkbox"/> Remove desktop task light (see comment) <input type="checkbox"/> Other (comment)
<b>Task OK</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes		

Recommended Specifications					
<b>Seatpan height:</b>		<b>Armrest height:</b>		<b>Keyboard/Mouse height:</b>	
<b>Seatpan depth:</b>		<b>Armrest width:</b>		<b>Monitor height</b>	
<b>Seatpan width:</b>		<b>Writing/reading desk</b>		<b>Monitor distance:</b>	