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			
	mpany		Share office	☐ Yes ☐	□ No	☐ Equipment issue			
Company			Vision	☐ No correction ☐ Contacts		☐ Furniture issue			
0			(Select all that	☐ Reading ☐ Distance		☐ Other			
Comments		apply)	☐ Bi/Trifocal	☐ Computer					
	Chair		Commer	nt	Rec	commendation			
Chair ID		☐ Chaiı	fit/adjustment OK		□ None				
Legs OK	□ No □ Yes		ir not adequately adjusted ir too small ir too large		☐ Chair adjusted with instructions in upright "keyboard position" and semi-reclined "conversation position". ☐ Recommended to alternate between these two				
Casters	☐ Carpet ☐ Hard surface								
Seatpan	☐ Height ☐ Tilt ☐ Tension ☐ Slide		g type chair casters support not OK	3		long with standing and d on job tasks throughout day.			
	☐ Height ☐ Angle	☐ Armr	ests not OK		☐ Replace chair (see	Comments)			
Back	□ Fixed		tenance issue (see	Comments)	☐ Repair chair (see Co	omments)			
Armrest	☐ Height ☐ Side-to-side☐ Rotate ☐ Fixed	☐ Othe	ner		☐ Other				
Maint. Issue	□ No □ Yes								
V	Vorksurface		Comme	nt	Recommendation				
Config	☐ Straight ☐ Corner	□ Wo	ksurface is appropr	iate	☐ None				
	☐ L-shape ☐ U-shape		ksurface is too low		☐ Lower worksurface to inches				
Туре	☐ Fixed Height		ksurface is too high		☐ Raise worksurface t				
Sit/Stand -	☐ Adjust Height		uld like to discuss o stand workstation	puons ior a	☐ Suitable candidate for a sit/stand workstation (see comment).				
current height (inches)	□ Stand		stand worksurface n usted	ot adequately	☐ Discussed protocol workstation.	to maximize benefit of sit/stand			
,	□ Sit		ksurface does not h	nave enough work	☐ Reorganize worksurface content to provide additional worksurface area ☐ Other				
		are 🗆 🗆 Oth							
Foot / Leg	support / Clearance		Comme	nt		commendation			
Feet	☐ Dangling ☐ Supported	☐ Foo	t support appropriat	te	☐ None				
Footrest	□ No □ Yes	☐ Fee	t dangling – not sup	ported	☐ Add footrest to provide for foot support when seated				
Clearance OK	□ No □ Yes		o footrest for alternative foot position for		(see comment)				
			ated worksurface footrest for alternati [,]	ve foot position for	☐ Remove foot/knee obstruction ☐ Other (see Comments)				
			stand worksurface	ve loot position for	Other (see Confiner	113)			
			dequate foot/knee c	learance					
		☐ Oth	er (see Comments)		_				
	Keyboard		Comme			ommendation			
Туре	☐ Straight ☐ Curved ☐ Articulate ☐ Other	-	board type and loca board type does no		☐ None	nosition and provided user			
Location	☐ Work Surface ☐ Tray		n/hand position	t allow ricutial	☐ Adjusted keyboard position and provided user instruction				
	- Work ourlace - may				☐ Replace keyboard (see comment)				
Technique	☐ Piano Plaver		board location does	not allow neutral	☐ Replace keyboard (see comment)			
	☐ Piano Player ☐ Forearm Supporter	arr	n/hand position		☐ Add gel keyboard w	see comment) rist rest (see comment)			
Wrist Rest	· ·	arr	n/hand position wrist rest in use for		· · · · · · · · · · · · · · · · · · ·	·			
Wrist Rest Maint	☐ Forearm Supporter	arr	n/hand position		☐ Add gel keyboard w	·			
	☐ Forearm Supporter ☐ No ☐ Yes	arr	n/hand position wrist rest in use for	support	☐ Add gel keyboard w☐ Other (comment)	·			
	☐ Forearm Supporter ☐ No ☐ Yes ☐ No ☐ Yes	arr □ No □ Oth	n/hand position wrist rest in use for er (comment)	support nt	☐ Add gel keyboard w☐ Other (comment)	rist rest (see comment)			
	☐ Forearm Supporter ☐ No ☐ Yes ☐ No ☐ Yes Mouse	arr No Oth	n/hand position wrist rest in use for er (comment) Comme	support nt n appropriate	☐ Add gel keyboard w ☐ Other (comment) Rec ☐ None	rist rest (see comment)			
Maint	☐ Forearm Supporter ☐ No ☐ Yes ☐ No ☐ Yes Mouse ☐ Shell ☐ Rollerball ☐ Vertical ☐ Touchpad	arr No Oth Mou	n/hand position wrist rest in use for er (comment) Comme use type and locatio use type does not al n/hand position use location does no	support nt n appropriate llow neutral	□ Add gel keyboard w □ Other (comment) Rec □ None □ Adjusted mouse posinstruction □ Replace mouse (see	commendation sition and provided user e comment)			
Maint	□ Forearm Supporter □ No □ Yes □ No □ Yes Mouse □ Shell □ Rollerball □ Vertical □ Touchpad □ Other	arr	n/hand position wrist rest in use for er (comment) Comme use type and locatio use type does not al n/hand position	nt n appropriate llow neutral	□ Add gel keyboard w □ Other (comment) Rec □ None □ Adjusted mouse posinstruction	commendation sition and provided user e comment)			

Ke	eyboard Tray			Comme	III		Rec	ommendation	
Tray in Use	□ No □ Yes		☐ No keyboar	d trav. none	needed		□ None		
Height Adjust		Vaa	☐ Keyboard tr	-			□ Adjusted keyboard t	tray position and provided user	
			=			_	instruction	ady position and provided user	
Angle Adjust		Yes	☐ Keyboard tray limits reach access to worksurface						
Size Fits	☐ NA ☐ Keybo	oard only	☐ Tray type does not allow neutral arm/hand			, .	Remove keyboard tray (see comment)		
	☐ Keyboard/m	,		oes not allo	w neutral arr	m/hand		o support mouse at same level	
	L Reyboard/III	ouse	position				as keyboard (see c	•	
			☐ Tray locatio		allow neutra	I	☐ Add keyboard/mous	se tray (see comment)	
			hand/arm բ						
			☐ Tray mouse				Other (comment)		
				_	as keyboard	d			
			☐ Other (com	ment)					
	Computer			Comme	nt		Recommendation		
Туре	☐ Desktop ☐ Laptop		☐ Computer type and location are				□ None		
Location	☐ Work surface ☐ Floor		appropriate				☐ Reposition computer out of way		
Location	U WOIK Sullace	е 🗖 1 1001	☐ Computer in				☐ Other (comment)	. out of may	
			☐ Other (com	-					
				none)					
	Monitor			Comme	nt		Boo	ommendation	
								ommendation	
Number	☐ Single ☐ Du		☐ Monitor type		on appropria	ite	☐ None		
	☐ More than tv	vo	☐ Monitor too	low				sition and provided user	
	☐ Primary/Prin	nary	☐ Monitor too	high			instruction		
Viewing	☐ Primary/Sec	-	☐ Monitor too	close			☐ Add monitor arm (se	ee comment)	
Position OK	□ No □ Yes	,	☐ Monitor too	far away			☐ Add monitor riser se	ee (comment)	
	□ NO □ res		☐ Monitor side	•	nnment issuu	Δ	☐ Adjusted monitor res	solution and provided user	
Adjustable	□ No □ Yes				-	C	instruction	•	
Stand			☐ Monitor res		ippropriate.		☐ Other (comment)		
Adjustable	□ No □ Yes		☐ Other (com	ment)			, ,		
Arm									
Resolution OK	☐ No ☐ Yes								
Doo	cument holder			Comme	nt		Rec	ommendation	
							1.00		
Holder	□ No □ Yes		☐ Document h	older OK			□ None		
Holder		it	☐ Document h	_		eded	□ None		
Holder Format	□ NA □ Portra	iit	☐ No docume	nt holder in	use - not ne		☐ None ☐ Add landscape hold	er (see comment)	
		iit	☐ No docume ☐ No docume	nt holder in nt holder in	use - not ne		☐ None ☐ Add landscape hold ☐ Add portrait holder (er (see comment)	
	□ NA □ Portra		☐ No docume ☐ No docume head/neck	nt holder in nt holder in position	use - not ne		☐ None ☐ Add landscape hold	er (see comment)	
Format Location	□ NA □ Portra □ Landscape □ NA □ Side □		☐ No docume ☐ No docume	nt holder in nt holder in position nent)	use - not ne use - awkwa		□ None □ Add landscape hold □ Add portrait holder (□ Other (comment)	er (see comment) (see comment)	
Format Location Tele	□ NA □ Portra □ Landscape □ NA □ Side □ chone/Webcam	⊒ Front	□ No docume □ No docume head/neck □ Other(comn	nt holder in nt holder in position nent)	use - not ne use - awkwa nt	ard	□ None □ Add landscape hold □ Add portrait holder (□ Other (comment)	er (see comment)	
Format Location	□ NA □ Portra □ Landscape □ NA □ Side □ chone/Webcam □ Handset □ H	□ Front Headset	□ No docume □ No docume head/neck □ Other(comm	nt holder in nt holder in position nent) Comme Webcam typ	use - not ne use - awkwa nt	ard	□ None □ Add landscape hold □ Add portrait holder (□ Other (comment) Rec □ None	er (see comment) (see comment) commendation	
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