

ErgoSystems OFFICE ERGONOMICS WORKSTATION EVALUATION

Evaluated by		Stature		Inches	Assessment Reason <input type="checkbox"/> New employee <input type="checkbox"/> New workstation <input type="checkbox"/> Medical issue <input type="checkbox"/> Equipment issue <input type="checkbox"/> Furniture issue <input type="checkbox"/> Other
Eval Date		Shoe Heel Height		Inches	
Last Name		Handedness	<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Ambidextrous		
First Name		Work Hours	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Location	<input type="checkbox"/> Work Office <input type="checkbox"/> Home Office	User (workstation)	<input type="checkbox"/> Single-user <input type="checkbox"/> Multi-user		
Company (name and address)		Vision	<input type="checkbox"/> No Correction <input type="checkbox"/> Reading <input type="checkbox"/> Computer	<input type="checkbox"/> Distance <input type="checkbox"/> Contacts	<input type="checkbox"/> Bifocal <input type="checkbox"/> Trifocal

Chair	Comment	Recommendation	
Chair ID	<input type="checkbox"/> Chair fit/adjustment OK <input type="checkbox"/> Chair not properly 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 <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Chair adjusted with instructions in upright "keyboard position" and semi-reclined "conversation position". <input type="checkbox"/> Replace chair (see Recommended Specifications) <input type="checkbox"/> Repair chair (comment) <input type="checkbox"/> Other (comment)	
Legs OK			<input type="checkbox"/> No <input type="checkbox"/> Yes
Casters			<input type="checkbox"/> Carpet <input type="checkbox"/> Hard surface
Seatpan			<input type="checkbox"/> Height <input type="checkbox"/> Tension <input type="checkbox"/> Tilt <input type="checkbox"/> Slide
Back			<input type="checkbox"/> Height <input type="checkbox"/> Angle
Armrest			<input type="checkbox"/> Height <input type="checkbox"/> Side <input type="checkbox"/> Rotate
Maint Issue			<input type="checkbox"/> No <input type="checkbox"/> Yes

Worksurface	Comment	Recommendation	
Config	<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 properly adjusted <input type="checkbox"/> Worksurface does not have enough work area. <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Lower worksurface to () inches <input type="checkbox"/> Raise worksurface to () inches <input type="checkbox"/> Good candidate for a sit/stand workstation (see comment). <input type="checkbox"/> Discussed protocol to maximize benefit of sit/stand workstation. <input type="checkbox"/> Reorganize to provide additional worksurface area. <input type="checkbox"/> Other (comment)	
Type			<input type="checkbox"/> Straight <input type="checkbox"/> L-shape <input type="checkbox"/> Corner <input type="checkbox"/> U-shape
Sit/Stand – current height			<input type="checkbox"/> Fixed Height <input type="checkbox"/> Adjust Height
			<input type="checkbox"/> Stand () inches <input type="checkbox"/> Sit () inches

Foot/leg support/clearance	Comment	Recommendation	
Feet	<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 (comment)	<input type="checkbox"/> None <input type="checkbox"/> Add footrest to provide for foot support when seated (see comment) <input type="checkbox"/> Add footrest to provide for alternative foot placement when making use of recommended sit/stand workstation. Allows for one foot up on footrest and then other foot up to provide for variation in standing position (see comment). <input type="checkbox"/> Remove foot/knee obstruction <input type="checkbox"/> Other (comment)	
Footrest			<input type="checkbox"/> Dangling <input type="checkbox"/> Supported
Clearance OK			<input type="checkbox"/> No <input type="checkbox"/> Yes

Keyboard	Comment	Recommendation	
Type	<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)	
Location			<input type="checkbox"/> Straight <input type="checkbox"/> Articul <input type="checkbox"/> Curved <input type="checkbox"/> Other
Technique			<input type="checkbox"/> Worksurface <input type="checkbox"/> Tray
Wrist Rest			<input type="checkbox"/> Piano Player <input type="checkbox"/> Forearm Support
Maint			<input type="checkbox"/> No <input type="checkbox"/> Yes

Mouse	Comment	Recommendation	
Type	<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)	
Location			<input type="checkbox"/> Shell <input type="checkbox"/> Touchpad <input type="checkbox"/> Rollerball <input type="checkbox"/> Other <input type="checkbox"/> Vertical
Hand			<input type="checkbox"/> Work surface <input type="checkbox"/> Tray
Set-up OK			<input type="checkbox"/> Right <input type="checkbox"/> Left
			<input type="checkbox"/> No <input type="checkbox"/> Yes

Keyboard Tray		Comment	Recommendation					
Tray in Use	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No keyboard tray, none is 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 <input type="checkbox"/> Modify mouse tray to support mouse at same level as keyboard <input type="checkbox"/> Add keyboard/mouse tray (see comment) <input type="checkbox"/> Other (comment)					
Height Adjust	<input type="checkbox"/> NA <input type="checkbox"/> No <input type="checkbox"/> Yes							
Angle Adjust	<input type="checkbox"/> NA <input type="checkbox"/> No <input type="checkbox"/> Yes							
Size Fits	<input type="checkbox"/> NA <input type="checkbox"/> Keyboard only <input type="checkbox"/> Keyboard and mouse							
Computer		Comment	Recommendation					
Type	<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)					
Location	<input type="checkbox"/> Work surface <input type="checkbox"/> Floor							
Monitor		Comment	Recommendation					
Number	Single/Dual/More	<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 (comment) <input type="checkbox"/> Add monitor riser (comment) <input type="checkbox"/> Adjusted monitor resolution and provided user instruction <input type="checkbox"/> Other (comment)					
Viewing	<input type="checkbox"/> Primary/Primary <input type="checkbox"/> Primary/Secondary							
Position OK	<input type="checkbox"/> No <input type="checkbox"/> Yes							
Adjust Stand	<input type="checkbox"/> No <input type="checkbox"/> Yes							
Adjust Arm	<input type="checkbox"/> No <input type="checkbox"/> Yes							
Resolution OK	<input type="checkbox"/> No <input type="checkbox"/> Yes							
Document holder		Comment	Recommendation					
Holder	<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 <input type="checkbox"/> Add portrait holder <input type="checkbox"/> Other (comment)					
Format	<input type="checkbox"/> NA <input type="checkbox"/> Portrait <input type="checkbox"/> Landscape							
Location	<input type="checkbox"/> NA <input type="checkbox"/> Side <input type="checkbox"/> Front							
Telephone		Comment	Recommendation					
Type	<input type="checkbox"/> Handset <input type="checkbox"/> Speaker <input type="checkbox"/> Headset <input type="checkbox"/> Mobile	<input type="checkbox"/> Telephone type and location appropriate <input type="checkbox"/> Telephone located in awkward position <input type="checkbox"/> Awkward head/neck position with handset use <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> Add headset to allow for hands-free operation <input type="checkbox"/> Reposition telephone <input type="checkbox"/> Other (comment)					
Location	<input type="checkbox"/> Left <input type="checkbox"/> Right							
Storage		Comment	Recommendation					
Desktop OK	<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)					
File OK	<input type="checkbox"/> No <input type="checkbox"/> Yes							
Illumination		Comment	Recommendation					
Overhead OK	<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)					
Task OK	<input type="checkbox"/> No <input type="checkbox"/> Yes							
Recommended Specifications (inches)								
Specification	Sit	Stand	Specification	Sit	Stand	Specification	Sit	Stand
Seatpan height:			Armrest height:			Keyboard/mouse height:		
Seatpan depth:			Armrest width:			Monitor height:		
Seatpan width:			Writing/reading desk height:			Monitor distance:		