

## OFFICE ERGONOMICS WORKSTATION EVALUATION

The purpose of the evaluation is to focus on ergonomics issues of the workstation, work practices, and work process to offer reasonable suggestions to help improve comfort, safety, and productivity in the workplace.

### Background Information

Demographics		Work Activity	%	Reason for Assessment
Evaluated by	<i>Mark Anderson</i>	Computer	75	New employee New workstation <b>Medical issue</b> Equipment/furniture issue Other (comment below) <i>Mr. Goulart reports low back pain with history extending back 10 years.</i>
Eval Date	<i>4-20-12</i>	Telephone	10	
Last Name	<i>Goulart</i>	Handwriting	5	
First Name	<i>Alessandro</i>	10 key	NA	
Job Title	<i>Grain Merchandiser</i>	Read-hard copy	10	
Dept	<i>Grain Marketing</i>	Meetings	10	
Location	<i>5500 Cenex Drive Inver Grove Hts, MN</i>	Other		
Stature (shoeless)		Work Activity Comments		Other Information
Heel height	<i>1"</i>	<i>In his current workstation setup he notes he is unable to obtain a comfortable back support position.</i>		<i>He notes he is scheduled to see a physician at a sports medicine clinic this coming week. Also notes history of a lateral knee chondromalacia.</i>
Handedness	<u>Right</u> /Left/Ambidextrous			
Job demands	<u>Sedentary</u> /Manual			
Work hours	<u>Full</u> /Part time			
User	<u>Single</u> /Multi			
Vision	No correction// <u>Reading</u> /Distance/Bi/trifocal/Computer/Contacts			

### Issues/Comments/Recommendations

Chair		Issue	Comment	Recommendation
Chair ID	<i>Not Determined</i>	No <b>Yes</b>	<input type="checkbox"/> Chair fit/adjustment OK <input type="checkbox"/> Chair not properly adjusted <input type="checkbox"/> Back support not OK <input type="checkbox"/> Armrests not OK <input type="checkbox"/> Chair too small <input type="checkbox"/> Chair too large <input type="checkbox"/> <b>Maintenance issue (comment)</b> <input type="checkbox"/> Other (comment) <i>The seat pan rocks side to side on the pedestal and the seat pan rocking tension adjustment knob does not work.</i> <i>Mr. Goulart has tried several positions in the chair trying to obtain improved back support. This has included the reclined position, upright position, feet supported on the legs of the chair, etc.</i>	<input type="checkbox"/> None <input type="checkbox"/> Chair adjusted with instructions provided <input type="checkbox"/> <b><u>Replace chair - refer to Recommended Specifications</u></b> <input type="checkbox"/> Repair chair (comment) <input type="checkbox"/> Other (comment) <i>The current model of his chair that is properly functioning, is suitable for his needs. He would also fit in a Herman Miller Aeron size B. chair.</i>
Legs	<i>4 / <u>5</u> / 6</i>			
Casters	<u>Carpet</u> /Hard surface			
Seatpan	<u>Ht/Tilt</u> /Tension/Slide			
Back	<u>Ht/Angle</u>			
Armrest	<u>Ht</u> /Side/Rotate			
Fit	OK No/ <u>Yes</u>			
Maint Issue	No/ <u>Yes</u>			

Worksurface		Issue	Comment	Recommendation
<b>Config</b>	Straight/ <u>Corner</u> / L-shape/U-shape	<b>No</b> Yes	<input type="checkbox"/> <b><u>Worksurface is appropriate</u></b> <input type="checkbox"/> Worksurface is too low <input type="checkbox"/> Worksurface is too high <input type="checkbox"/> Worksurface does not have enough work area. <input type="checkbox"/> Other (comment)	<input type="checkbox"/> <b>None.</b> <input type="checkbox"/> Lower worksurface - see Recommended Specifications <input type="checkbox"/> Raise worksurface - See Recommended Specifications. <input type="checkbox"/> Reorganize to provide additional worksurface area. <input type="checkbox"/> Other (comment)
<b>Type</b>	Fixed/ <u>Adjust</u>			
<b>Height</b>	<u>Sit</u> /Stand: (29")			
<b>Foot support/clearance</b>		<b>Issue</b>	<b>Comment</b>	<b>Recommendation</b>
<b>Feet</b>	<u>Dangling</u> /Supported/ <u>Clearance</u>	<b>No</b> <b>Yes</b>	<input type="checkbox"/> Foot support is appropriate <input type="checkbox"/> Feet dangling – not supported <input type="checkbox"/> <b><u>Inadequate foot/knee clearance</u></b> <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None. <input type="checkbox"/> <b><u>Add footrest</u></b> <input type="checkbox"/> Lower worksurface - see Recommended Specifications <input type="checkbox"/> Raise worksurface - See Recommended Specifications. <input type="checkbox"/> Remove foot/knee obstruction (comment). <input type="checkbox"/> <b><u>Other (comment)</u></b> <i>Also to alleviate the limited leg clearance issue refer to the Keyboard Tray section below.</i>
<b>Footrest</b>	<u>No</u> /Yes			
<b>Keyboard Tray</b>		<b>Issue</b>	<b>Comment</b>	<b>Recommendation</b>
<b>Tray</b>	<u>No</u> /Yes	<b>No</b> <b>Yes</b>	<input type="checkbox"/> Keyboard tray appropriate <input type="checkbox"/> Keyboard tray limits reach access to worksurface <input type="checkbox"/> Keyboard tray type does not allow neutral arm/hand position <input type="checkbox"/> Keyboard tray location does not allow neutral hand/arm position <input type="checkbox"/> <b><u>Other (comment)</u></b>	<input type="checkbox"/> None <input type="checkbox"/> Adjusted keyboard tray position and provided user instruction <input type="checkbox"/> Remove tray - place keyboard directly on worksurface <input type="checkbox"/> <b><u>Other (comment)</u></b> <i>With his style of keyboard use (semi-reclined) and limited leg clearance under the work surface, addition of a keyboard/mouse tray that is height and angle adjustable will allow him to gain the required leg clearance under the worksurface and fine-tune position of the mouse and keyboard based on his seated posture.</i>  <i>The recommended keyboard tray will need to be able to be adjusted to slightly above the height of the worksurface.</i>  <i>At the time of the assessment we discussed proper keyboard tray position in terms of height and angle.</i>
<b>Ht adjust</b>	No/Yes			
<b>Ang adjust</b>	No/Yes			
<b>Size fits</b>	Keyboard only Keyboard-mouse			

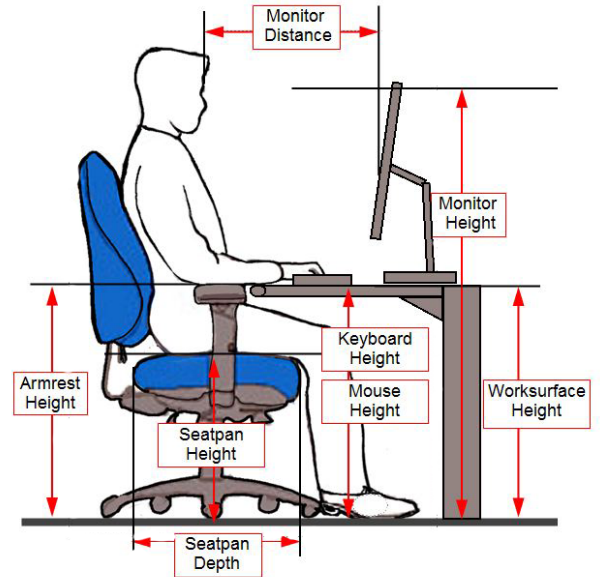
Keyboard		Issue	Comment	Recommendation
Type	<u>Straight</u> /Curved/ Articulated/Other	No <b>Yes</b>	<input type="checkbox"/> Keyboard type and location appropriate <input type="checkbox"/> Keyboard type does not allow neutral arm/hand position <input type="checkbox"/> <b>Keyboard location does not allow neutral hand/arm position</b> <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 comments <input type="checkbox"/> Add gel keyboard wrist rest <input type="checkbox"/> <b>Other (comment)</b> <i>Refer to Keyboard Tray section</i>
Location	<u>Work surface</u> /Tray			
Shortcuts	Used: No/ <b>Yes</b>			
Maint	<u>No</u> /Yes			
Mouse		Issue	Comment	Recommendation
Type	<u>Shell</u> /Rollerball/ Vertical/Joystick/ Touchpad/Other	No <b>Yes</b>	<input type="checkbox"/> Mouse type and location appropriate <input type="checkbox"/> Mouse type does not allow neutral arm/hand position <input type="checkbox"/> <b>Mouse location does not allow neutral hand/arm position</b> <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 comments <input type="checkbox"/> Remove mouse wrist rest <input type="checkbox"/> <b>Other (comment)</b> <i>Refer to Keyboard Tray section</i>
Location	<u>Work surface</u> /Tray			
Scroll	No/ <b>Yes</b>			
Maint	<u>No</u> /Yes			
Computer		Issue	Comment	Recommendation
Type	Desktop/ <u>Laptop</u>	No <b>Yes</b>	<input type="checkbox"/> Computer type and location are appropriate <input type="checkbox"/> <b>Computer in the way</b> <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> <b>Reposition computer out of way</b> <input type="checkbox"/> Other (comment)
Location	<u>Work surface</u> /Floor			
Monitor		Issue	Comment	Recommendation
Type	CRT/ <u>LCD</u>	No <b>Yes</b>	<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 resolution not appropriate. <input type="checkbox"/> <b>Other (comment)</b> <i>Dual monitor setup. Initially he was using his laptop monitor at his primary monitor, with the single monitor as a secondary monitor.</i>  <i>The dual monitor placement was not appropriate - alignment was not next to each other and at the same height and distance.</i>	<input type="checkbox"/> None <input type="checkbox"/> <b>Adjusted monitor position and provided user instruction</b> <input type="checkbox"/> Adjusted monitor resolution and provided user instruction <input type="checkbox"/> <b>Add monitor riser (comment)</b> <input type="checkbox"/> Other (comment) <i>At the time of the assessment we repositioned the monitors.</i>  <i>He will use the standalone monitor as the primary monitor and obtain a platform to place the laptop on so he can use this as a secondary monitor. This in conjunction with the recommended keyboard tray.</i>  <i>At the time of the assessment we discussed proper monitor placement in terms of height and distance.</i>
Number	Single/ <u>Dual</u> /More			
Adjustable Stand	<u>No</u> /Yes			
Resolution	OK No/ <b>Yes</b>			
Position	OK <u>No</u> /Yes			

Document holder		Issue	Comment	Recommendation
Holder	<u>No/Yes</u>	<u>No</u> Yes	<input type="checkbox"/> <b><u>No document holder in use - not needed</u></b> <input type="checkbox"/> No document holder in use - awkward head/neck position <input type="checkbox"/> Other (comment)	<input type="checkbox"/> <b><u>None</u></b> <input type="checkbox"/> Add landscape holder between keyboard and monitor <input type="checkbox"/> Add landscape holder off to side of monitor <input type="checkbox"/> Add portrait holder between keyboard and monitor <input type="checkbox"/> Add portrait holder off to side of monitor <input type="checkbox"/> Other (comment)
Type	Portrait/Landscape			
Location	Side/Front			
Telephone		Issue	Comment	Recommendation
Type	<u>Handset/Headset/ Speaker</u>	<u>No</u> Yes	<input type="checkbox"/> <b><u>Telephone type and location appropriate</u></b> <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"/> <b><u>None</u></b> <input type="checkbox"/> Add headset to allow for hands-free operation <input type="checkbox"/> Reposition telephone to left side worksurface <input type="checkbox"/> Reposition telephone to right side worksurface <input type="checkbox"/> Other (comment)
Location	Left/Right			
Storage		Issue	Comment	Recommendation
Desktop	OK No/ <u>Yes</u>	<u>No</u> Yes	<input type="checkbox"/> <b><u>Adequate desktop and file storage</u></b> <input type="checkbox"/> Limited desktop storage <input type="checkbox"/> Limited file storage <input type="checkbox"/> Other (comment)	<input type="checkbox"/> <b><u>None</u></b> <input type="checkbox"/> Housecleaning to provide additional desktop storage <input type="checkbox"/> Housecleaning to provide additional file storage <input type="checkbox"/> Add additional file storage <input type="checkbox"/> Other (comment)
File	OK No/ <u>Yes</u>			
Illumination		Issue	Comment	Recommendation
Overhead	OK No/ <u>Yes</u>	<u>No</u> Yes	<input type="checkbox"/> <b><u>Ambient and task lighting appropriate</u></b> <input type="checkbox"/> Ambient light level too high <input type="checkbox"/> Ambient light level too low <input type="checkbox"/> Task lighting too high. <input type="checkbox"/> Task lighting too low <input type="checkbox"/> Other (comment)	<input type="checkbox"/> <b><u>None</u></b> <input type="checkbox"/> Lower ambient light level <input type="checkbox"/> Raise ambient light level <input type="checkbox"/> Add desktop task light <input type="checkbox"/> Decrease desktop task light <input type="checkbox"/> Other (comment)
Task	OK No/ <u>Yes</u>			
Other		Issue	Comment	Recommendation
None		<u>No</u> Yes		
Other		Issue	Comment	Recommendation
None		<u>No</u> Yes		

## Recommended Specifications (inches)

Seating System		Worksurface Height		Computer	
1. <i>Seatpan height:</i>	20	6. <i>Writing/reading desk</i>	29	7. <i>Keyboard height:</i>	29
2. <i>Seatpan depth:</i>	20			8. <i>Mouse height:</i>	29
3. <i>Seatpan width:</i>	20			9. <i>Monitor height:</i>	46
4. <i>Armrest height:</i>	29			10. <i>Monitor distance:</i>	26
5. <i>Armrest width:</i>	24				

1. **Seatpan height** is measured as the distance from the floor to the seatpan (at the side of the seatpan) with the user in the chair. Seatpan height is based on stature considering the height of the shoe heels.
2. **Seatpan depth** is measured as the distance from the back support to the front of the seatpan and allows for 1.5 to 2" of space between the back of the knee and front of the seatpan.
3. **Seatpan width** is measured as the distance side-to-side of the seatpan and allows for 1.5 to 2" of space between the thigh and side of the seatpan.
4. **Armrest height** is measured as the distance from the top of the armrest to the floor.
5. **Armrest width** is measured as the distance between the outside edges of the armrest.
6. **Worksurface height** (writing/reading desk) is measured as the distance from the floor to the top surface of the worksurface.
7. **Keyboard height** is the distance from the floor to the top surface of the platform that the keyboard rests on. (It is not to the top of the keyboard.)
8. **Mouse height** is the distance from the floor to the top surface of the platform that the mouse rests on. (It is not to the top of the mouse.)
9. **Monitor height** is height from the floor to the top of the monitor screen (not the top of the monitor bezel.)
10. **Monitor distance** is from the eye position (bridge of the nose between the eyes) to the screen.



## Follow-up

Date: ( / / )

Date: ( / / )

Date: ( / / )