

## 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	85	New employee New workstation <b>Medical issue</b> Equipment/furniture issue Other ( <i>comment below</i> )  <i>Neck and shoulder discomfort.</i>
Eval Date	<i>3-16-12</i>	Telephone	10	
Last Name	<i>Johnson</i>	Handwriting	5	
First Name	<i>Mary</i>	10 key	NA	
Job Title	<i>Customer Service Rep</i>	Read-hard copy	15	
Dept	<i>Customer Service</i>	Meetings		
Location	<i>Customer Service Dept</i>	Other		
Stature ( <i>shoeless</i> )		68"		Work Activity Comments
Heel height	2"	<i>Difficulty getting comfortable in chair at desk.</i>		Other Information
Handedness	<u>Right</u> /Left/Ambidextrous			<b>None</b>
Job demands	<u>Sedentary</u> /Manual			
Work hours	<u>Full</u> /Part time			
User	<u>Single</u> /Multi			
Vision	No correction/Reading/ <u>Distance</u> /Bi/trifocal/Computer/Contacts			

### Issues/Comments/Recommendations

Chair		Issue	Comment	Recommendation
Chair ID	<u>Aeron (B)</u>	<b>No</b> <b>Yes</b>	<input type="checkbox"/> Chair fit/adjustment OK <input type="checkbox"/> <b>Chair not properly adjusted</b> <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"/> Maintenance issue (comment) <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> <b>Chair adjusted with instructions provided</b> <input type="checkbox"/> Replace chair - refer to Recommended Specifications <input type="checkbox"/> Repair chair (comment) <input type="checkbox"/> Other (comment)
Legs	4 / <u>5</u> / 6			
Casters	<u>Carpet</u> /Hard surface			
Seatpan	<u>Ht/Tilt/Tension</u> /Slide			
Back	<u>Ht/Angle</u>			
Armrest	<u>Ht/Side/Rotate</u>			
Fit	OK No/ <u>Yes</u>			
Maint Issue	<u>No</u> /Yes			
Worksurface		Issue	Comment	Recommendation
Config	Straight/ <u>Corner</u> / L-shape/U-shape	<b>No</b> <b>Yes</b>	<input type="checkbox"/> <b>Worksurface is appropriate</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)
Type	Fixed/ <u>Adjust</u>			
Height	<u>Sit</u> /Stand: ( <u>29"</u> )			

Foot support/clearance		Issue	Comment	Recommendation
Feet	Dangling/ <u>Supported</u> / Clearance	No <u>Yes</u>	<input type="checkbox"/> Foot support is appropriate <input type="checkbox"/> Feet dangling – not supported <input type="checkbox"/> Inadequate foot/knee clearance <input type="checkbox"/> <b>Other (comment)</b> <i>No foot rest to provide for alternative foot placement</i>	<input type="checkbox"/> None. <input type="checkbox"/> <b>Add footrest</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"/> Other (comment)
Footrest	<u>No</u> /Yes			
<b>Keyboard Tray</b>		<b>Issue</b>	<b>Comment</b>	<b>Recommendation</b>
Tray	<u>No</u> /Yes	No <u>Yes</u>	<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"/> Other (comment)	<input type="checkbox"/> <b>None</b> <input type="checkbox"/> Adjusted keyboard tray position and provided user instruction <input type="checkbox"/> Remove tray - place keyboard directly on worksurface <input type="checkbox"/> Other (comment)
Ht adjust	No/Yes			
Ang adjust	No/Yes			
Size fits	Keyboard only Keyboard-mouse			
<b>Keyboard</b>		<b>Issue</b>	<b>Comment</b>	<b>Recommendation</b>
Type	<u>Straight</u> /Curved/ Articulated/Other	No <u>Yes</u>	<input type="checkbox"/> Keyboard type and location appropriate <input type="checkbox"/> <b>Keyboard type does not allow neutral arm/hand position</b> <input type="checkbox"/> Keyboard location does not allow neutral hand/arm position <input type="checkbox"/> No wrist rest in use for support <input type="checkbox"/> Other (comment)  <i>Extended reach to mouse with current keyboard.</i>	<input type="checkbox"/> None <input type="checkbox"/> Adjusted keyboard position and provided user instruction <input type="checkbox"/> <b>Replace keyboard - see comments</b> <input type="checkbox"/> Add gel keyboard wrist rest <input type="checkbox"/> Other (comment) <i>Replace with keyboard that does not have a 10 key pad. Easy Touch Mini Keyboard Model Number: AKB-110B Connection Platform: USB + PS/2 WINDOWS 7/VISTA/XP/2000</i>
Location	<u>Work surface</u> /Tray			
Shortcuts	Used: No/ <u>Yes</u>			
Maint	<u>No</u> /Yes			
<b>Mouse</b>		<b>Issue</b>	<b>Comment</b>	<b>Recommendation</b>
Type	<u>Shell</u> /Rollerball/ Vertical/Joystick/ Touchpad/Other	No <u>Yes</u>	<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"/> <b>Adjusted mouse position and provided user instruction</b> <input type="checkbox"/> Replace mouse - see comments <input type="checkbox"/> <b>Remove mouse wrist rest</b> <input type="checkbox"/> Other (comment) <i>See Keyboard Section</i>
Location	<u>Work surface</u> /Tray			
Scroll	No/ <u>Yes</u>			
Maint	<u>No</u> /Yes			
<b>Computer</b>		<b>Issue</b>	<b>Comment</b>	<b>Recommendation</b>
Type	Desktop/ <u>Laptop</u>	No <u>Yes</u>	<input type="checkbox"/> <b>Computer type and location are appropriate</b> <input type="checkbox"/> Computer in the way <input type="checkbox"/> Other (comment)	<input type="checkbox"/> <b>None</b> <input type="checkbox"/> Reposition computer out of way <input type="checkbox"/> Other (comment)
Location	<u>Work surface</u> /Floor			

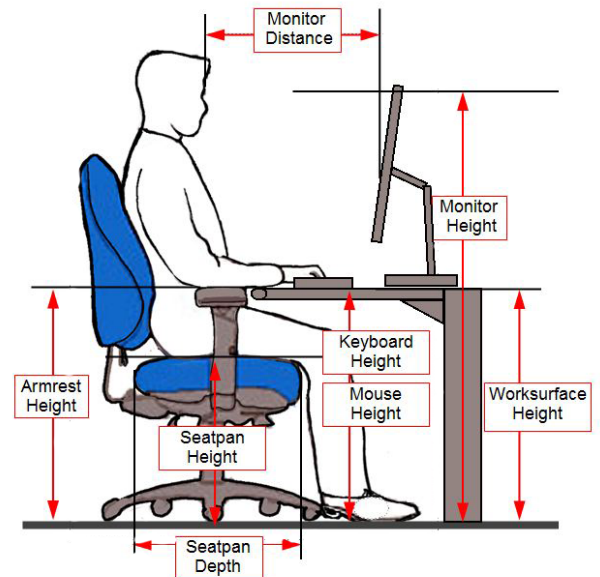
Monitor		Issue	Comment	Recommendation
Type	CRT/ <u>LCD</u>	No <u>Yes</u>	<input type="checkbox"/> Monitor type and location appropriate <input type="checkbox"/> Monitor too low <input type="checkbox"/> <b><u>Monitor too high</u></b> <input type="checkbox"/> Monitor too close <input type="checkbox"/> Monitor too far away <input type="checkbox"/> Monitor resolution not appropriate. <input type="checkbox"/> Other (comment)	<input type="checkbox"/> None <input type="checkbox"/> <b><u>Adjusted monitor position and provided user instruction</u></b> <input type="checkbox"/> Adjusted monitor resolution and provided user instruction <input type="checkbox"/> Add monitor riser (comment) <input type="checkbox"/> Other (comment)
Number	Single/ <u>Dual</u> /More			
Adjustable Stand	No/ <u>Yes</u>			
Resolution	OK No/ <u>Yes</u>			
Position	OK <u>No</u> /Yes			
Document holder		Issue	Comment	Recommendation
Holder	<u>No</u> /Yes	No 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/</u> Speaker	No 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	<u>Left</u> /Right			
Storage		Issue	Comment	Recommendation
Desktop	OK No/ <u>Yes</u>	No 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>	No 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	No Yes		
Other	Issue	Comment	Recommendation
NONE	No Yes		

### Recommended Specifications (inches)

Seating System		Worksurface Height		Computer	
1. Seatpan height:	20	6. Writing/reading desk	29	7. Keyboard height:	29
2. Seatpan depth:	18			8. Mouse height:	29
3. Seatpan width:	20			9. Monitor height:	48
4. Armrest height:	29			10. Monitor distance:	24
5. Armrest width:	24				

- 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.
- 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.
- 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.
- Armrest height** is measured as the distance from the top of the armrest to the floor.
- Armrest width** is measured as the distance between the outside edges of the armrest.
- Worksurface height** (writing/reading desk) is measured as the distance from the floor to the top surface of the worksurface.
- 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.)
- 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.)
- Monitor height** is height from the floor to the top of the monitor screen (not the top of the monitor bezel.)
- Monitor distance** is from the eye position (bridge of the nose between the eyes) to the screen.



### Follow-up

Date: ( 4 / 6 / 12 )

*Reports keyboard has arrived with better reach to mouse now possible. Making use of chair to vary seated posture throughout the day. Overall, more comfortable at desk. Will follow-up as needed.*

Date: ( / / )

Date: ( / / )