

# ErgoSystems OFFICE ERGONOMICS WORKSTATION EVALUATION

<b>Evaluator</b> (contact information)			<b>Stature</b> (no shoes)		Inches		<b>Reason for Assessment</b> New employee New workstation Medical issue Equipment Issue Furniture issue Other	
			<b>Shoe Heel Height</b>		Inches			
<b>Eval Date</b>			<b>Handedness</b>		Right	Left		Ambidextrous
<b>Last Name</b>			<b>Work Hours</b>		Full Time			Part Time
<b>First Name</b>			<b>User</b>		Single-user		Multi-user	
<b>Location</b>	Work Office	Home Office	<b>Vision</b>	No Correction	Reading Computer	Distance Contacts	Bifocal Trifocal	
<b>Company</b> (name and address)			<b>Comments</b>					

<b>Purpose</b>	<p>The purpose of the evaluation is to identify and understand ergonomics issues noted by the evaluatee.</p> <p>Specific focus is on the ergonomics issues of the workstation, work practices, and work process to provide a set of workstation set-up and use specifications and to offer reasonable and feasible suggestions to help improve comfort, safety, and productivity in the workplace.</p> <p>Information about ergonomics principles and applications is provided as needed.</p> <p>The 30/30/30 rule is encouraged; this promotes microbreaks – physical movement (stretch, standup, short walks, etc.) for at least 30 to 45 seconds at least every 30 to 45 minutes and try it for 30 days to make it a habit.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><b>Workstation Overview</b></div>          
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Chair	Comment	Recommendation	
<b>Chair ID</b>	Chair fit/adjustment OK Chair not adjusted to full advantage Chair too small Chair too large Wrong type chair casters Back support not OK Armrests not OK Maintenance issue Other (comment)	None Chair adjusted with instructions in upright “keyboard position” and semi-reclined “conversation position” Replace casters Replace chair (see <i>Recommended Specifications</i> ) Repair chair (comment) Other (comment)	
<b>Legs OK</b>			No                  Yes
<b>Casters</b>			Carpet Hard surface
<b>Seatpan</b>			Height                  Tension Tilt                          Slide
<b>Back</b>			Height Angle
<b>Armrest</b>			Height                  Rotate Side
<b>Maint Issue</b>			No                  Yes

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

Foot/leg support/clearance		Comment	Recommendation
<b>Feet</b>	Dangling Supported	Foot support appropriate Feet dangling – not supported No footrest for alternative foot position for seated worksurface No footrest for alternative foot position for sit/stand worksurface Inadequate foot/knee clearance Other (comment)	None Add footrest to provide for foot support when seated Add footrest to provide for alternative foot placement when making use of recommended sit/stand workstation Remove foot/knee obstruction Other (comment)
<b>Footrest</b>	No                  Yes		
<b>Clearance OK</b>	No                  Yes		
Keyboard		Comment	Recommendation
<b>Type</b>	Straight                  Articulated Curved                  Other	Keyboard type and location appropriate Keyboard location does not allow neutral arm/hand position Keyboard type does not allow neutral arm/hand position No wrist rest in use for support Other (comment)	None Adjusted keyboard position and provided user instruction Replace keyboard Add gel keyboard wrist rest Other (comment)
<b>Location</b>	Worksurface Tray		
<b>Technique</b>	Piano Player Forearm Support		
<b>Wrist Rest</b>	No                  Yes		
<b>Maint</b>	No                  Yes		
Mouse		Comment	Recommendation
<b>Type</b>	Shell                  Touchpad Rollerball                  Other Vertical	Mouse type and location appropriate Mouse type does not allow neutral arm/hand position Mouse location does not allow neutral arm/hand position Mouse wrist rest in the way Other (comment)	None Adjusted mouse position and provided user instruction Replace mouse (see comment) Remove mouse wrist rest Other (comment)
<b>Location</b>	Work surface Tray		
<b>Hand Used</b>	Right Left		
<b>Set-up OK</b>	No                  Yes		
Keyboard Tray		Comment	Recommendation
<b>Tray in Use</b>	No                  Yes	No keyboard tray, none is needed Keyboard tray appropriate Keyboard tray limits reach access to worksurface Tray location does not allow neutral hand/arm position Tray type does not allow neutral arm/hand position Tray mouse platform does not position mouse at same height as keyboard Other (comment)	None Continue to use keyboard tray Adjusted keyboard tray position and provided user instruction Remove keyboard tray Modify mouse tray to support mouse at same level as keyboard Add keyboard/mouse tray (see comment) Other (comment)
<b>Height Adjust</b>	NA                  No                  Yes		
<b>Angle Adjust</b>	NA                  No                  Yes		
<b>Size Fits</b>	NA Keyboard only Keyboard and mouse		
Computer		Comment	Recommendation
<b>Type</b>	Desktop Laptop	Computer type and location are appropriate Computer in the way Other (comment)	None Reposition computer out of the way Other (comment)
<b>Location</b>	Work surface Floor		

Monitor		Comment	Recommendation
<b>Number</b>	Single Dual More	Monitor type and location appropriate Monitor too low Monitor too high Monitor too close Monitor too far away Monitor side-to-side alignment issue Monitor resolution not appropriate. Other (comment)	None Adjusted monitor position and provided user instruction Add monitor arm (comment) Add monitor riser (comment) Adjusted monitor resolution and provided user instruction Other (comment)
<b>Viewing</b>	Primary/Primary Primary/Secondary		
<b>Position OK</b>	No      Yes		
<b>Adjust Stand</b>	No      Yes		
<b>Adjust Arm</b>	No      Yes		
<b>Resolution OK</b>	No      Yes		
Document holder		Comment	Recommendation
<b>Holder</b>	No      Yes	Document holder OK No document holder in use - not needed No document holder in use - awkward head/neck position Other(comment)	None Add landscape holder Add portrait holder Other (comment)
<b>Format</b>	NA Portrait Landscape		
<b>Location</b>	NA Side of monitor Between keyboard/monitor		
Telephone		Comment	Recommendation
<b>Type</b>	Handset      Speaker Headset      Mobile	Telephone type and location appropriate Telephone located in awkward position Awkward head/neck position with headset use Other (comment)	None Reposition telephone Add headset to allow for hands-free operation Other (comment)
<b>Location</b>	Left      Right		
Storage		Comment	Recommendation
<b>Desktop OK</b>	No      Yes	Adequate desktop and file storage Limited desktop storage Limited file storage Other (comment)	None Housecleaning to free up desktop space Add additional file storage Other (comment)
<b>File OK</b>	No      Yes		
Illumination		Comment	Recommendation
<b>Overhead OK</b>	No      Yes	Ambient and task lighting appropriate Ambient light level too high Ambient light level too low Task lighting too low Task lighting too high Other (comment)	None Decrease ambient light level Increase ambient light level Add desktop task light Remove desktop task light Other (comment)
<b>Task OK</b>	No      Yes		

**Recommended Specifications (inches)**

Specification	Sit	Stand	Description	Key
<b>Seatpan height:</b>			<b>Seatpan height:</b> distance from floor to seatpan (at side of seatpan) with user in chair.	
<b>Seatpan depth:</b>			<b>Seatpan depth:</b> distance from back support to front of seatpan and allows for 1.5 to 2" of space between back of knee and front of seatpan.	
<b>Seatpan width:</b>			<b>Seatpan width:</b> outside distance from side-to-side of seatpan; allows for 1.5 to 2" between thigh and edge of seatpan.	
<b>Armrest height:</b>			<b>Armrest height:</b> distance from top of armrest to floor.	
<b>Armrest width</b>			<b>Armrest width:</b> distance between armrests measured from outside edge of each armrest.	
<b>Writing / reading desk:</b>			<b>Worksurface height:</b> (writing/reading desk) distance from floor to top surface of worksurface.	
<b>Keyboard / mouse height:</b>			<b>Keyboard/mouse height:</b> distance from floor to top surface of platform that keyboard/mouse rest on.	
<b>Monitor height:</b>			<b>Monitor height:</b> height from floor to top of monitor screen (not top of monitor bezel).	
<b>Monitor distance:</b>			<b>Monitor distance:</b> from eye position (bridge of nose between eyes) to screen.	

**Product Recommendations**

Image	Product Description (Model, Cost, Order Information, etc.)

**Follow-up**

**Date:**

  
  

**Date:**

<b>Illustrative Pictures</b>	
<b>Overview of workstation - seated</b>	<b>Overview of workstation - standing</b>
<b>View underneath desk</b>	<b>View from behind looking at monitors</b>
<b>Overhead view of keyboard in use</b>	<b>Overhead view of mouse in use</b>
<b>Side view of chair - upright position</b>	<b>Side view of chair - semi-reclined position</b>


### Common Keyboard Shortcuts

<b>[CTRL] – A</b>	Select "all" on a page	<b>[CTRL] – S</b>	Saves current file	<b>[ALT] – F4</b>	Close current program
<b>[CTRL] – B</b>	Apply " <b>bold</b> " to selection	<b>[CTRL] – U</b>	Apply " <u>underlining</u> " to selection	<b>[ALT] – Tab</b>	Toggles user through all open programs
<b>[CTRL] – C</b>	Copy the selection	<b>[CTRL] – V</b>	Paste contents of clipboard	<b>[Home]</b>	Move to beginning of current line
<b>[CTRL] – F</b>	Find particular text on a page	<b>[CTRL] – W</b>	Same as File > Close	<b>[End]</b>	Move to end of current line
<b>[CTRL] – I</b>	Apply " <i>italics</i> " to selection	<b>[CTRL] – X</b>	Cut the selection	<b>[CTRL] – Home</b>	Return to "Home" position (upper left) of window
<b>[CTRL] – O</b>	Same as File > Open	<b>[CTRL] – Y</b>	Redo last action	<b>[CTRL] – End</b>	Move to "End" position (lower right) of window
<b>[CTRL] – P</b>	Print	<b>[CTRL] – Z</b>	Undo last action	<b>[Tab]</b>	Tab forward through fields
<b>[CTRL] – R</b>	Refresh current page			<b>[SHIFT] – Tab</b>	Move backward when tabbing through fields