Welcome to ErgoSystems!

Who sits at your desk? Who uses your computer? Who answers your phone? Who does your work?

The answer is . . . YOU!

As a result YOU need to be the best consumer of your workspace. Helping you to be a good consumer is what the Office Ergonomics Assessment Worksheet can do for you! You can use ergonomics to help you be more comfortable and productive throughout your day. Complete the Worksheet by yourself or go through it with a co-worker to help each other.

Workstation Assessment Form

The ErgoSystems Office Ergonomics Assessment Worksheet will help you make good use of practical information about ergonomics.

A road map is an important part of any journey and that is exactly what the Worksheet is for you to use. Work through the worksheet to investigate your workstation. You will answer questions about the following eight areas:

1. Job Tasks
2. Work Location
3. Chair
4. Workspace
5. Computer
6. Office Equipment
7. Work Surface
8. Work Environment

A 'NO' answer indicates a potential issue in that category.

General information is provided on the left side of the form.

Background Information

Please start the Worksheet by filling out the following information.

NOTE: Please refer to the ErgoSystems Office Ergonomics Assessment Manual for additional details.

Name	
Date	
Company	
Department/ Location	
Job Position/ Title	
Body height (without shoes/ with shoes)	___ ft ____in (without shoes) ___ ft ____ in (with shoes)
Hand dominance	Right Left Ambidextrous
Vision (circle all that apply):	Uncorrected, Contacts, Bifocals, Trifocals, Computer glasses
Other	

JOB TASKS

The more time you spend performing one particular task, the greater the possibility you could experience ergonomics related problems.

Figuring out how to add variety to your workday can reduce your risk of Musculoskeletal Disorders.

Work on moving through out your day. We encourage what we call the **30/30/30 Rule**. What this means is every 30 minutes or so, do 30 seconds of some other physical activity.
For example if you have been sitting for 30 minutes get up and walk for 30 seconds, deliver a message, meet with a coworker – you get the message. **(Oh, by the way, the last 30 of the 30/30/30 Rule is try it for 30 days and see if it works for you!)**

During a **typical day at work** what percentage of time **do you spend:**	%
• Sitting	
• Standing	
• Walking	
• Lifting (describe)	

What percentage of your average work day do you **devote to tasks** including:	%
• Computer – Data Entry (keyboard/mouse)	
• Computer – CAD (Computer Assisted Design)	
• Writing	
• Reading	
• Telephone	
• Meetings	
• 10 key Calculator	
• Printing	
• Copying	
• Filing	
• Other (describe)	
• Other (describe)	
• Other (describe)	

WORK LOCATION

		YES	NO
If you work at more than one workstation on a regular basis you probably will want to evaluate each workstation separately. This is especially true if you have a home office. Use the ergonomics principles you learn at home as well as at work!	Do you work at **only one workstation** (other than for just short periods of time)? If **NO**, this means you work at more than one workstation, describe where and what percentage of the day		
You need to take into consideration the impact that your changes may have on others who share your workstation. The workstation may need to allow for a greater amount of adjustability.	Do you **have exclusive use of your workstation**? A **NO** means you share the workstation and will want to take into account the other person's needs.		

CHAIR

Your chair is one of your most important tools. You need to understand what adjustment features it has and most importantly how to adjust them.
Now is the time to find out about your chair's features.
Play with the levers to see what they do. It is critical you use your chair to your advantage.
NOTE: Not all chairs have all the adjustments; just because your chair may not have a particular adjustment doesn't make it a bad chair. By the end of the assessment you will know if your chair works for you.

Chair Model (write in if you know it)

Legs/Casters			
Do the casters allow ease of movement without causing a lack of control of your chair? A minimum of five legs is necessary for adequate stability and fall protection.	Are the **chair casters suitable** for floor type? (Hard plastic caster on carpet, softer rubberized caster on tile.)	**YES**	**NO**
	Does your chair have **5 legs**?	**YES**	**NO**
Seatpan			
Improper seat pan height and size can increase the demands on your body and lead to awkward postures. Proper seatpan height places body/hands in neutral and feet on floor. • If you **CAN ADJUST** worksurface height, position chair seatpan height to place feet on floor • If you **CANNOT ADJUST** worksurface height, position chair seatpan height to place hands in neutral at worksurface. (May need foot support, if feet dangle.)	Does your seat pan **adequately support** your body in terms of body weight and size?	**YES**	**NO**
	Is your seat pan adequately **padded**?	**YES**	**NO**
	Have you adjusted chair **seatpan height** (feet on floor or footrest)?	**YES**	**NO**
	Have you properly adjusted the **angle/tilt** of your seat pan?	**YES**	**NO**
	Does your **seatpan swivel** to easily orient you to your work?	**YES**	**NO**
Backrest			
An improperly adjusted backrest places unnecessary demands on your back. The back support should fill in the curve of your lower back.	Have you properly adjusted the **height, angle and forward/backward** position of your backrest?	**YES**	**NO**
Armrests			
Fixed height or improperly adjusted armrests can lead to awkward wrist/hand postures and place unnecessary demands on your shoulders and neck.	Do your **armrests** provide adequate forearm support?	**YES**	**NO**
Chair controls			
Seat controls that are not easy to understand or access are not frequently used and cause problems.	Are all seat controls **easy to operate** while seated?	**YES**	**NO**
Maintenance			
Chairs in need of maintenance reduce user support and lead to reduced productivity and discomfort. They also are unsafe!	Is your chair **free of any maintenance** problems?	**YES**	**NO**
	Have you **reported the maintenance problem**?	**YES**	**NO**

WORKSPACE

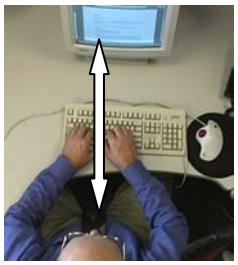
Inadequate storage space can create additional work and force you to assume demanding work postures. Item located at arm's reach or beyond is 7-10 times heavier than if it is located closer to your body

Inadequate leg room can force you into awkward postures. Regular housecleaning goes a long way freeing up the space you need to move and position yourself comfortably.

Do you have **adequate storage space** for your files, supplies, reference materials and personal items	**YES**	**NO**
Are frequently used **items within easy reach**?	**YES**	**NO**
Do you have **adequate leg room**?	**YES**	**NO**

COMPUTER

Monitor



Place your monitor so you can **look directly at it**, not off to an angle to see it.

Place the monitor height **(top of screen) at or slightly lower than eye level.** Avoid having to tip your head to see your monitor. You want to have downward eye movement to see the monitor.

Place monitor distance at maximum distance that allows optimal clarity (at least arm's length.)

Check for and eliminate **glare** on your monitor. Close window blinds, reorient the monitor, use a glare screen.

Have you **properly positioned your monitor**? (height, angle and distance)	**YES**	**NO**
Have you **eliminated glare** from your monitor?	**YES**	**NO**
For LCD monitors have you set monitor resolution to **native resolution**?	**YES**	**NO**
Have you **adjusted character size** (fonts and icons) for comfortable viewing?	**YES**	**NO**

Vision

Regular eye exams are very important. At some point you probably will need reading glasses (bifocals). To properly position your head when reading the monitor make sure you have the monitor at the correct height (low). You may also want to consider computer glasses. Contact you eye doctor.

Have you had your **vision checked** on a regular basis?	**YES**	**NO**

Document Holder

Improperly positioned documents can force you into awkward postures that increase the demands on you neck and back. Use document holders to place the documents in a good position.

Have you **positioned your documents** properly when at the computer?	**YES**	**NO**

Keyboard

An improperly positioned keyboard can force your shoulders, arms, wrists and hands work in awkward positions.
Whether placed on the worksurface or on a tray, position the keyboard to allow your wrists and hands to work in relaxed straight position.

		YES	NO
Have you **properly adjusted** the position of your **keyboard** (based on your style of keyboard use: piano player or forearm supporter)? NOTE: this includes adjusting the height and angle of any keyboard tray.		YES	NO
Do you have a keyboard **wrist rest** to allow for a rest for the arms when not actually keying?		YES	NO

Piano Player

Forearm Supporter

Determine your style of keyboard use: **Piano Player** Elbows relaxed at sides, wrists straight as keyboardist types by 'floating' over the keyboard or **Forearm Supporter**: Pull up close to the worksurface, place forearms on the worksurface to support the arms.

Mouse

An improperly positioned mouse can force you shoulders, arms, wrists and hands work in awkward positions.
Keep the mouse at the same level as the keyboard and within an easy reach.
Use keyboard shortcuts to reduce mouse use.
Improperly adjusted mouse cursor speed and sensitivity increases the amount of work necessary to navigate during your work.

	YES	NO
Have you **properly adjusted** the position of your **mouse**?	YES	NO
Have you **properly adjusted** mouse cursor **speed and sensitivity**?	YES	NO
Have you learned and make use of **keyboard shortcuts** to minimize mouse use?	YES	NO
Have you removed any wrist rest that limits **straight-in access** to your mouse?	YES	NO

CPU (computer case)

A poorly positioned CPU can force you to reach/twist/bend when attempting to access your equipment. Keep the CPU within easy reach to turn on and off and good access to the disc drives.

	YES	NO
Have you **properly adjusted** the position of your **CPU**?	YES	NO

Laptop

For occasional laptop users, do your best to place the keyboard to allow your hands/wrists to stay in neutral. For full time laptop users, use a docking station so you have a separate monitor, keyboard and mouse.

	YES	NO
Are you using your **laptop in the recommended way** at work or on the road?	YES	NO

Maintenance

Chairs in need of maintenance reduce user support and lead to reduced productivity and discomfort. They also are unsafe!

	YES	NO
Is your computer equipment **free from any maintenance problems**?	YES	NO
Have you **reported the maintenance** problem?	YES	NO

OFFICE EQUIPMENT – Misc.

Telephone			
If you spend more than 10% of your day on the telephone you may want to consider using a headset to free up your hands and allow a neutral head/neck posture. 	Do you use your **telephone less than 10%** of your day? A **NO** means you use your telephone more than 10% and you may want to consider use of a headset or make use of a speaker phone if available.	**YES**	**NO**
Other Equipment (Calculator, Printer, Copier, Fax, Other)			
Work to position all of your other office equipment within your reasonable reach zone.	Have you **properly positioned** other office equipment?	**YES**	**NO**

WORKSURFACE

A workstation at the improper height will force you to work in awkward postures. Determine worksurface height based on your keyboard technique and workstation equipment and furniture. Inadequate desk space creates an inefficient work environment and creates unnecessary demands on your body.	Is your **worksurface height proper** for your needs?	**YES**	**NO**
	Do you have **adequate desk space** for your computer, monitor, mouse, phone, keyboard, calculator, etc.	**YES**	**NO**
	Do you have **sufficient free desk space** to perform your required job tasks such as writing, reading, filing, etc?	**YES**	**NO**

WORK ENVIRONMENT

Lighting			
Inadequate lighting can put unnecessary stress on your eyes and force you to bend forward to get closer to your work. Examine both general and task lighting levels.	Do you have **adequate light** to properly perform your work?	**YES**	**NO**
Noise			
Too much noise (or too little) can create a distracting environment and make it hard for you to concentrate on your work.	Do you have adequate **control of noise** (conversations, equipment, etc.) in your workspace?	**YES**	**NO**
Temperature			
While it is true you will never get a group of people to agree on one comfortable temperature, get a group consensus and then use personal controls (sweaters, fans, etc.) as possible.	Is the **temperature** at your workstation comfortable?	**YES**	**NO**
Ventilation			
Too much or too little ventilation can be uncomfortable.	Is your workstation free from **drafts** or other ventilation problems?	**YES**	**NO**

WORKSTATION SPECIFICATIONS

The following information details the recommended specifications for the chair, worksurface and computer equipment. (record all measurements in inches)

Chair				Worksurface		Computer	
Seatpan height		Armrest floor:		Worksurface Height:		Keyboard/mouse height:	
Seatpan depth:		Other:		Worksurface Configuration:		Monitor screen distance:	
Seatpan width:				Other:		Monitor screen height:	

Notes:

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 _____" shoe heels.
2. **Seatpan depth** is measured from the front to the back of the seatpan and should allow for at least 2" between the front of the chair and back of the knee.
3. **Seatpan width** is measured from side-to-side of the seatpan and should allow 1" to 2" on each side of the hips.
4. **Armrest floor** is measured from the top of the armrest to the floor.
5. **Worksurface height** is measured from the top of the worksurface to the floor.
6. **Worksurface configuration** describe the layout and adjustability (straight-line, L-shape or corner and fixed height or adjustable.)
7. **Pointing device** (mouse) and **keyboard height** is the distance from the floor to the top surface of the platform that the keyboard/mouse rest on. (It is not to the top of the keyboard.)
8. **Monitor screen distance** is measured from the eyes (center of the brow between eyes) to the screen.
9. **Monitor screen height** is measured from the floor to the top of the monitor screen (not the top of the monitor bezel.)

NEXT STEPS

Review the Worksheet. Look for the NO's. Come up with a list of **possible suggestions** to make your workspace safer and more comfortable. In many cases you will be able to make improvements for yourself – with simple adjustments and a little reorganization. You may need help from your supervisor or whoever provides ergonomics assistance at your company. Use ergonomics to your advantage. **Be a Good Consumer!**

COMMENTS: