

Office Ergonomics Workstation Assessment Worksheet

Date: _____ Name: _____ Department/Location ID: _____

HOW TO USE

A 'NO' answer to the following questions indicates a potential problem in that category. General information and illustrations that demonstrate positive examples are provided on the form.

WORKSPACE

<p>Worksurface height allows you to position upper body (shoulders/ arms/ hands) in neutral position to use keyboard, mouse, pens, etc.?</p>	YES	NO	<p>Neutral body position is where joints, muscles, and, in fact, all the structures are able to perform the most work with the least amount of effort.</p> <ul style="list-style-type: none"> • Neck: head balanced over shoulders • Shoulders: relaxed comfortably rather than rounded forward, lowered or shrugged. • Wrists: wrists in line with forearms • Back: 3 natural curves--inward curves in the low back and neck and an outward curve in the mid back
<p>Space for legs/feet under worksurface?</p>	YES	NO	Encourages neutral postures and movement.
<p>Frequently used items within easy reach of seated posture?</p>	YES	NO	Minimizes physical demands and promotes good posture.
<p>Adequate storage space for your files, supplies, reference materials and personal items?</p>	YES	NO	Decreased clutter promotes improved work efficiency.
<p>Workspace is easily adjusted?</p>	YES	NO	Invites safe postures, frequent position changes and accommodates various users.

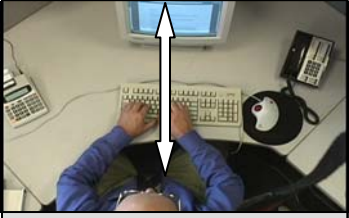





CHAIR


 Adjust the Chair	YES	NO	<p>Chair casters suitable for floor type? Hard plastic caster on carpet, softer rubberized caster on tile.</p>
 Neutral Body Position	YES	NO	Five legs reduce likelihood of chair tipping over.
	YES	NO	Appropriate positioning places body/hands in neutral and feet on floor.
 Use of Foot Support	YES	NO	Seatpan size needs to comfortably accommodate user's hips and thighs.
	YES	NO	Not tight enough if seatpan tips backward in uncontrolled manner.
	YES	NO	Pressure on back of knees has a negative impact on circulation in lower legs.
	YES	NO	Front edge that is rounded reduces pressure on the back of the legs.
	YES	NO	Back support height accommodates natural curves of spine and back support angle encourages neutral body postures (See 'neutral' defined above.)
	YES	NO	Forearm support is with shoulders relaxed at sides, elbows at about 90° and wrists in line with forearms.
	YES	NO	A chair with maintenance problems is a safety hazard and cannot effectively be used to its full potential.

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COMPUTER

 <p style="text-align: center;">Monitor Alignment</p>	Monitor position directly in front of user?	YES	NO	Rotating neck to view monitor places increased demands on neck and shoulders.
	Monitor height (top of screen) at or slightly lower than eye level?	YES	NO	It is most natural for our eyes to look out and down when reading. Looking up is more demanding.
	Monitor distance at maximum distance that allows optimal clarity?	YES	NO	It is easier for the eyes to focus at a greater distance.
 <p style="text-align: center;">Monitor Height/Distance</p>	Monitor free of glare ?	YES	NO	Glare interferes with our eyes' ability to clearly see the information on the screen.
	Have accommodated for use of bifocals/computer glasses ?	YES	NO	Lack of accommodation forces the user into awkward, demanding head and neck postures.
 <p style="text-align: center;">Hard Copy Position</p>	Position documents to encourage neutral neck/head position?	YES	NO	Documents laid flat on the desk or too far from the monitor cause awkward, demanding head and neck postures.
	Keyboard invites neutral shoulder/arm/hand position?	YES	NO	Proper keyboard height, angle, and placement results in neutral postures of shoulders/arms/wrists/hands.
	Mouse invites neutral shoulder/arm/hand position?	YES	NO	Proper mouse size, height, angle, and placement results in neutral postures of shoulders/arms/wrists/hands.
 <p style="text-align: center;">Keyboard/Mouse Position</p>	Keyboard/mouse tray provides a stable platform within easy reach?	YES	NO	The keyboard and mouse should be within easy reach and at the same height.
	Computer equipment functioning properly (no maintenance problems)?	YES	NO	Maintenance problems cause inefficiencies.

OFFICE EQUIPMENT

 <p style="text-align: center;">Telephone Headset</p>	Telephone use allows for neutral head/neck/shoulder position?	YES	NO	Extended telephone use (greater than 1 to 2 hours/day or calls exceeding 10 minutes) may indicate a need for headset use.
	Access other frequently used office equipment using neutral body postures?	YES	NO	Poor access to office equipment invites awkward postures and increased stress/strain on the body.

WORK ENVIRONMENT

 <p style="text-align: center;">Task Light for Hard Copy</p>	Workstation light suitable for work being performed?	YES	NO	A general guide is lower light levels for computer use and brighter, more direct light for hard copy.
	Noise levels conducive for workspace?	YES	NO	Too much or too little noise can be distracting.
	Comfortable workstation temperature for work being performed?	YES	NO	Use personal controls (dress in layers, personal fans, etc.) to optimize comfort.