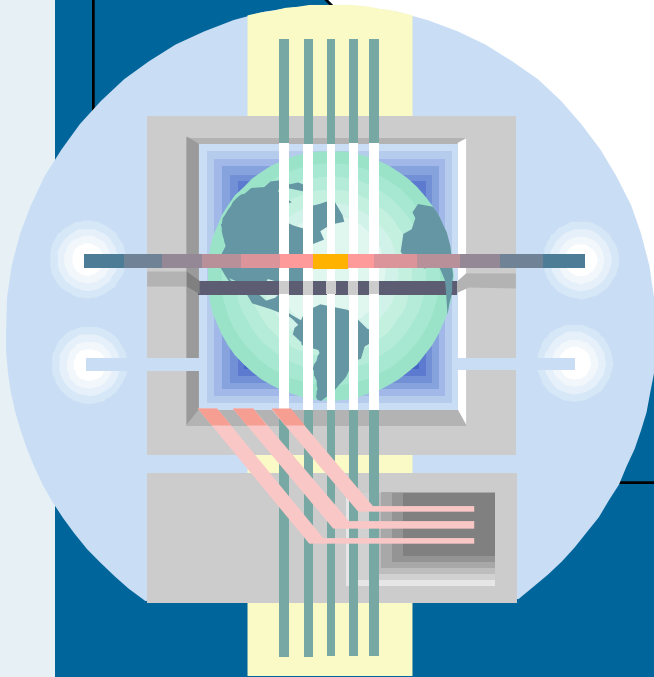


Office Ergonomics

A Practical Approach to Office Ergonomics



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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.

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, Eyeglasses, Contacts, Bifocals, Trifocals, Computer glasses,
Other	



ErgoSystems Office Ergonomics Assessment Worksheet

JOB TASKS

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

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

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	YES	NO
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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.	YES	NO
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ErgoSystems Office Ergonomics Assessment Worksheet

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.



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

<p>Improper seat pan height can increase the demands on your body and lead to awkward postures. Proper seatpan height places body/hands in neutral and feet on floor.</p> <ul style="list-style-type: none"> • 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.) 		Have you properly adjusted the chair seatpan height ?	YES	NO
	Have you properly adjusted the angle/tilt of your seat pan?	YES	NO	
	Does your seat pan adequately support your body weight and dimension?	YES	NO	
	Is your seat pan adequately padded?	YES	NO	
	Does your seat pan have a waterfall front (the front edge is rounded to reduce pressure on legs)?	YES	NO	
Does your seatpan swivel to easily orient you to your work?	YES	NO		

Backrest

<p>An improperly adjusted backrest places unnecessary demands on your back. The back support should fill in the curve of your lower back.</p>		Have you properly adjusted the height, angle and forward/backward position of your backrest?	YES	NO
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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
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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
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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

ErgoSystems Office Ergonomics Assessment Worksheet

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 enough 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, etc.



Have you properly positioned your monitor ? (height, angle and distance)	YES	NO
Have you eliminated glare from your monitor?	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
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Document Holder

Improperly positioned documents can force you into awkward postures that increase the demands on you neck and back.



Have you positioned your documents properly when at the computer?	YES	NO
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ErgoSystems Office Ergonomics Assessment Worksheet

Use document holders to place the documents in a good position.



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.



Have you **properly adjusted** the position of your **keyboard**?

YES

NO

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.

Have you **properly adjusted** the position of your **mouse**?

YES

NO

Have you **properly adjusted** mouse cursor **speed and sensitivity**?

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.

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.

Are you using your **laptop in the recommended way** at work or on the road?

YES

NO

Maintenance

Is your computer equipment **free from any maintenance problems**?

YES

NO

Have you **reported the maintenance problem**?

YES

NO

ErgoSystems Office Ergonomics Assessment Worksheet

OFFICE EQUIPMENT – Misc.

Telephone

If you spend more than 20% 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 20%** of your day?

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

Inadequate desk space creates an inefficient work environment and creates unnecessary demands on your body.

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**?

YES

NO

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!**

SUGGESTIONS