

ERGONOMIC WORKSTATION ASSESSMENT

EMPLOYEE: _____ CLINIC: _____ DATE: _____
 EVALUATOR NAME AND PHONE: _____

Directions. A few questions may not be applicable to some workers. Annotate N/A if it does not apply. Identify small equipment needs (commonly available at office supply venders) and work habit changes in the Comments section at the end of the form. Save electronic record of your workstation for further consult, if needed.

A. WORKSTATION ARRANGEMENT

Y	N
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1. Are the primary work materials/tasks located in front of the worker? _____
2. Is there enough room on the desk surface for all the coomputer accessories _____
3. Are most frequently accessed items easy to reach? _____
4. Does the worker keep their arms from resting on any hard surface or square edge? _____
5. Is there a need for the employee to have an adjustable document holder? _____
6. If the job entails entended periods of time on the phone, is a headset used? _____
7. Does the workstation have proper lighting? _____

B. WORK HABITS

1. Are short, frequent breaks taken throughout the day? _____
2. Does the employee perform stretching exercises regularly during repetitious tasks? _____
3. Does the employee take vision breaks every hour when working on the computer? _____
4. Does the employee change positions frequently while working on a variety of tasks? _____
5. Is the woker comfortable and free of pain while working? _____

C. CHAIR ADJUSTMENT

1. Is the chair height adjustable? _____
2. Is the chair equipped with a five point support base? _____
3. Does the chair support the employee's lower back? _____
4. Is there room between the front edge of the seat pan & the back of the worker's legs? _____
5. Are the employee's knees bent at approximately a 90 degree angle? _____
6. Are the worker's feet flat on the floor or on a footrest? _____
7. Are the employee's wrists straight with fingers resting on A-S-D-F-G-H-J-K-L row? _____
8. Are the worker's shoulders relaxed wthout interference from the arms of the chair? _____

D. KEYBOARD/WORK SURFACE ADJUSTMENT

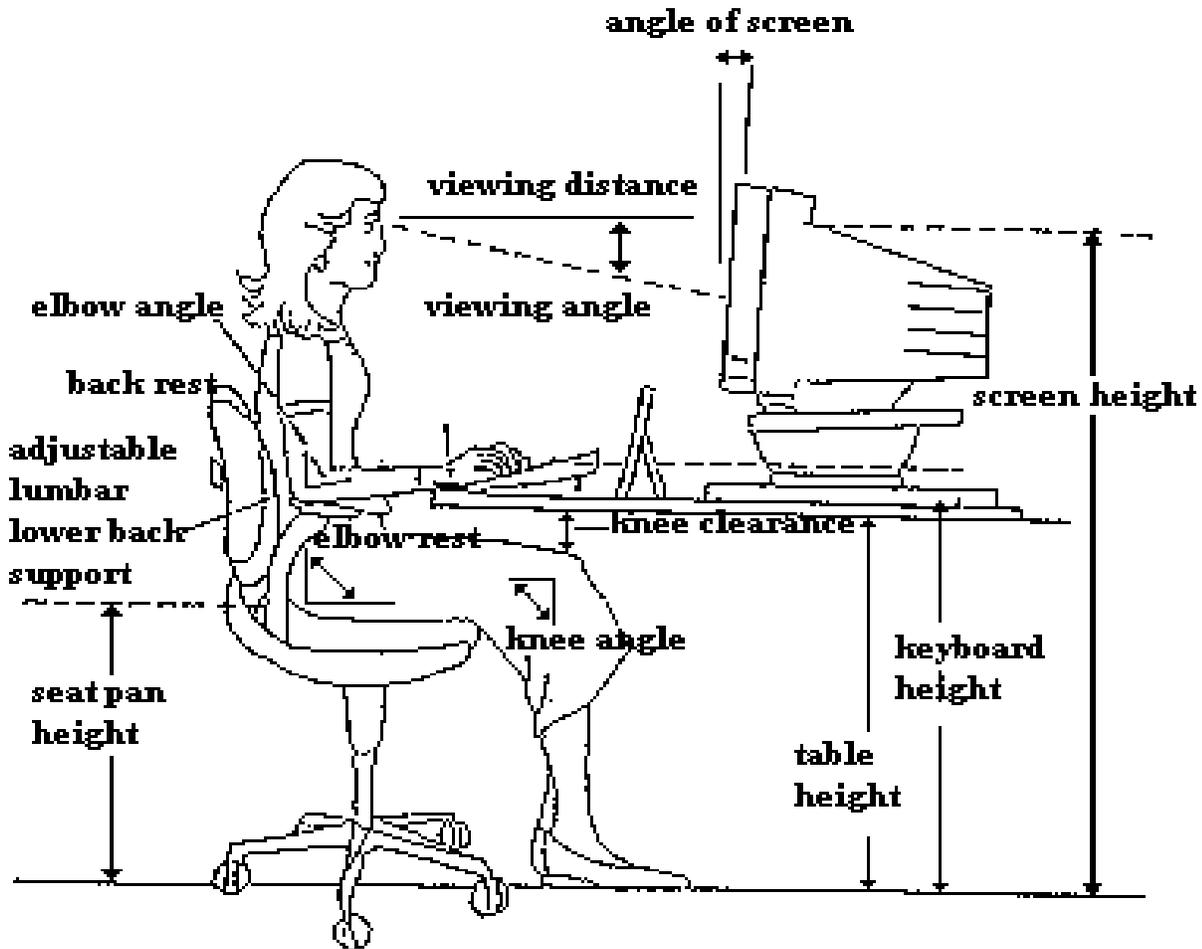
1. When the chair is adjusted properly, is the worker's keyboard at approximately elbow level? _____
2. Are the employee's arms resting at the sides rather than extended out in front of his or her body? _____
3. Are the employee's shoulders relaxed and not elevated when working at his or her worksurface? _____
4. Is there at least two inches of clearance between the bottom of the employee's _____

work surface and the top of their thighs? _____

Y	N

E. MONITOR ADJUSTMENT

1. Is the viewing distance to the worker's screen between 18-24 inches? _____
2. Is the top of the monitor at or just below the employee's eye level? _____
3. Is the computer monitor protected from excess glare? _____
4. If the worker wear bifocals can he/she look at the monitor without tilting the head? _____



F. MEASUREMENTS

1. Knee Height
2. Elbow Height
3. Eye Height

COMPARE TO

4. Arm Rest Height

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5. Seat Pan Height
6. Work Surface Ht
7. Screen Height

G. COMMENTS/NEEDS
