Office Ergonomics Evaluation Form SS/WorkR Id:_ Phone: _ (b): Evaluation By: __ Date: _ (c) Cost Center: _ (d) Job Title: _____ (e) Dominant Hand: R/L Daily PC Usage At Work: (f) **O**-2 Hours (g) 2-4 Hours (h) 4-6 Hours Non-Health Issues: (k) Health Issues: (j) Employee: (1) Supervisor: _ (n) Comments: _ WORKSTATION TUNE-UP The following workstation arrangment works well for many people. Try to adjust the height of your chair, monitor, and keyboard in the following manner: Position the monitor about an arm's length away, directly in front of you. The top of the screen level Adjust the seat height so upper with your eyes. arms are vertically, elbows bent at about 90 degrees, shoulders Mouse should be at the same height and directly beside keyboard. Use a document holder next to the screen rather than lying papers flat. Knees comfortably bent with feet resting on floor or on a footrest if the chair must Adjust the backrest to support the be raised to adjust for height. small of the back and provide firm support. CHAIR - is it ergonomically sound? Recommendations Lower back supported? 1. 2. 3. 4. 5. Adjust back rest, seat pan, arm rests Seat pan length adequate? Raise chair Lower chair Footrest — obtain adjustable foot rest from Office Product Supplier Educate on chair functions Knees at 90°? Upper legs parallel to floor? Feet flat on floor/foot rest? Hips creating a 90-110° angle? Evaluate other chair Body Height: Body Frame: Small Medium Large Sit Upright, creating a 90-110° angle at hips Keyboard/Hands - is it ergonomically sound?Recommendations 9. 10. 11. 12. 13. 14. 15. 16. 16a. 16b. 17. Keying/Mouse grip force OK? Mouse next to keyboard & at same Adjust keyboard angle Raise Keyboard Lower Keyboard height? Elbows close to body? Needs adjustable keyboard tray Elbow at 90 – 110 ° angle? Forearms parallel to floor? Needs wrist rest Surf mounted Discus Needs corner sleeve (surf board)

Wrists straight and level

1

Position mouse next to keyboard & at same height Needs mouse tray attached to keyboard tray

Other:

Consult with IT for ergonomically compatible mouse Relax shoulders