

Office Ergonomics Evaluation Form

Name: _____ Phone: _____ SS/WorkR Id: _____

(a) Location: _____ (b) Evaluation By: _____ Date: _____

(c) Cost Center: _____ (d) Job Title: _____ (e) Dominant Hand: R / L

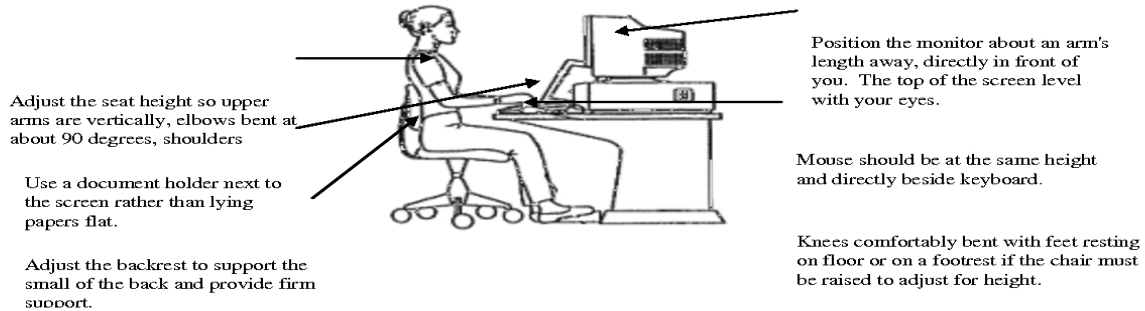
Daily PC Usage At Work: (f) 0-2 Hours (g) 2-4 Hours (h) 4-6 Hours (i) 6+ Hours

Health Issues: (j) Non-Health Issues: (k)
 Employee: (l) Contractor: (m) Supervisor: _____

(n) Comments: _____

WORKSTATION TUNE-UP

The following workstation arrangement works well for many people. Try to adjust the height of your chair, monitor, and keyboard in the following manner:



CHAIR - is it ergonomically sound?

	Yes	No
Lower back supported?	<input type="checkbox"/>	<input type="checkbox"/>
Seat pan length adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Knees at 90°?	<input type="checkbox"/>	<input type="checkbox"/>
Upper legs parallel to floor?	<input type="checkbox"/>	<input type="checkbox"/>
Feet flat on floor/foot rest?	<input type="checkbox"/>	<input type="checkbox"/>
Hips creating a 90-110° angle?	<input type="checkbox"/>	<input type="checkbox"/>

Recommendations

- 1. Adjust back rest, seat pan, arm rests
 - 2. Raise chair
 - 3. Lower chair
 - 4. Footrest - obtain adjustable foot rest from Office Product Supplier
 - 5. Educate on chair functions
 - 6. Evaluate other chair
- Body Height: Small Medium Large
- 7. Sit Upright, creating a 90-110° angle at hips
 - 8. Other: _____

Keyboard/Hands - is it ergonomically sound?

	Yes	No
Keying/Mouse grip force OK?	<input type="checkbox"/>	<input type="checkbox"/>
Mouse next to keyboard & at same height?	<input type="checkbox"/>	<input type="checkbox"/>
Elbows close to body?	<input type="checkbox"/>	<input type="checkbox"/>
Elbow at 90 - 110 ° angle?	<input type="checkbox"/>	<input type="checkbox"/>
Forearms parallel to floor?	<input type="checkbox"/>	<input type="checkbox"/>
Wrists straight and level	<input type="checkbox"/>	<input type="checkbox"/>

Recommendations

- 9. Adjust keyboard angle
- 10. Raise Keyboard
- 11. Lower Keyboard
- 12. Needs adjustable keyboard tray
- 13. Needs wrist rest Surf mounted Discuss
- 14. Needs corner sleeve (surf board)
- 15. Position mouse next to keyboard & at same height
- 16. Needs mouse tray attached to keyboard tray
- 16a. Consult with IT for ergonomically compatible mouse
- 16b. Relax shoulders
- 17. Other: _____