

# Office ergonomic assessment

Worker name:	Dominant hand:	Height: Ft.          In.	Type of corrective lenses:
Employer:	Date:	Assessor:	
<b>Percentage of time by function</b> (total of 8 options = 100%) _____% Data entry/retrieval          _____% Writing _____% Word processing/editing      _____% Filing _____% Using mouse                      _____% Telephone _____% 10-key/adding machine        _____% Other		<b>Diagram of workstation layout</b>          	
<b>Hours/day at this workstation:</b>  			
<b>Floor surface:</b>  			

Action item (check if YES)	Item	Description/comments/recommendations	Priority*
<input type="checkbox"/>	CHAIR		
<input type="checkbox"/>	MONITOR		
<input type="checkbox"/>	KEYBOARD		
<input type="checkbox"/>	MOUSE		
<input type="checkbox"/>	TELEPHONE		
<input type="checkbox"/>	WORK AREA		
<input type="checkbox"/>	DESK/ WRITING SURFACE		
<input type="checkbox"/>	OTHER		

\* Priority Levels: **High** (immediately), **Medium** (within 30 days), **Low** (for consideration)

# BASIC KEY ERGONOMIC PRINCIPLES

## Keyboard

- Should be flat (or in a negative tilt) on the worksurface, centered in front of your body
- Your hand and forearm should be in a straight line with no wrist bending
- Shoulders should be relaxed with upper arms hanging naturally at the side of the body
- Keyboard should be at or slightly below elbow height

## Mouse

- Mouse should be next to the keyboard
- Float your hand over the worksurface or use a mouse that puts your hand into a handshake position where your hand is angled upright and the pinky side of your hand is resting on the worksurface

## Monitor

- Raise/lower monitors so the first line of text is level with the eyes.
- Monitor should be an arm's reach away

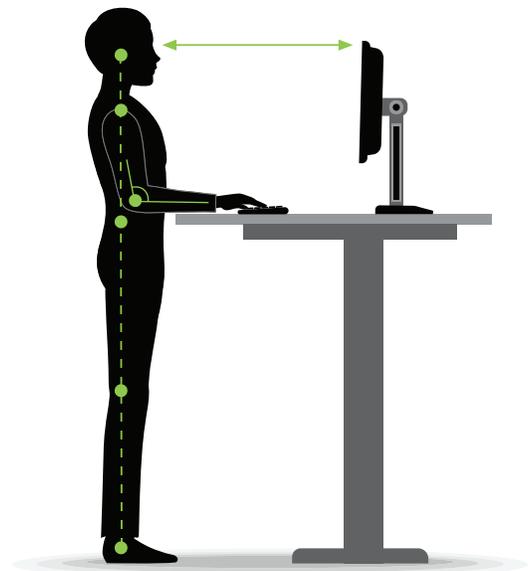
## Chair

- The chair pan should allow you to sit with your feet flat on the floor
- Knee height should be roughly the seat pan height, knees should be at or slightly lower than hips.
- You are able to sit back against the back rest
- Forearms should lightly rest on top of the arm rest while your shoulders are relaxed

Seated neutral posture



Standing neutral posture



## Arrangement

Arrange the workstation so that objects that are frequently used are located in the “green” zone to minimize reaching. Objects that are used less frequently should be located in the “yellow” zone. Only minimal work should be performed in the “red” zone.



Item	Things to check and do	Acceptable	
<b>CHAIR</b>	1. Adjust seating   Can you adjust the seating so that the person's feet are flat on floor, knees slightly below hips, back against backrest, forearms resting on arm rests, (optional) ears + shoulders + hips in vertical alignment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	2. Does the chair have a forward tilt feature? <i>If 'NO,' a chair with this feature may be needed if the employee has low-back pain issues.</i>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Is the chair working properly? <i>If 'NO,' replace the chair if it's broken.</i>	<input type="checkbox"/>	<input type="checkbox"/>
	4. Pan depth   Can they get at least 3 fingers width from the back of the knee to the edge of the seat pan?	<input type="checkbox"/>	<input type="checkbox"/>
	5. Pan width   Can you see the edges of the pan when they are seated?	<input type="checkbox"/>	<input type="checkbox"/>
	6. Seat height   Can the chair maintain the right height or get high enough?	<input type="checkbox"/>	<input type="checkbox"/>
	7. Measure standing knee height (floor to top of kneecap)		in.
	8. Measure pan depth - back of knee to apex of lumbar curve		in.
	9. Lumbar   Does the chair have a good lumbar and can it be adjusted?	<input type="checkbox"/>	<input type="checkbox"/>
<b>WORK SURFACE</b>	1. Measure seated elbow height:		in.
	2. Measure desk height:		in.
	3. Can you adjust desk down or up to match seated elbow height within .5 inches?	<input type="checkbox"/>	<input type="checkbox"/>
	4. If the employee stands at their desk, is there a footrest so they can alter their stance?	<input type="checkbox"/>	<input type="checkbox"/>
<b>KEYBOARD</b>	1. Is the keyboard aligned with the monitor?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Is the keyboard/mouse at elbow height or up to one inch below elbow height?	<input type="checkbox"/>	<input type="checkbox"/>
	3. Are wrists straight when using keyboard/mouse? (check this with the tape test)	<input type="checkbox"/>	<input type="checkbox"/>
	4. Is the keyboard narrow enough so arms don't have to move long distances to the mouse? <i>If 'NO,' a keyboard without a number pad may be needed to shorten the distance to the mouse.</i>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Is the keyboard close to the body in the green zone?	<input type="checkbox"/>	<input type="checkbox"/>

Item	Things to check and do	Acceptable	
<b>MOUSE</b>	1. Is the mouse next to the keyboard? <i>If the mouse is on a different surface or too far away, the workstation may need to be changed.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	2. Is the wrist angled up when using the mouse so you can see the flexor tendons of the hand? <i>If 'NO,' a handshake mouse may be needed.</i>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Is the mouse close to the body in the green zone?	<input type="checkbox"/>	<input type="checkbox"/>
	4. Is the wrist free of contact stress (like a gel pad)?	<input type="checkbox"/>	<input type="checkbox"/>
	5. Are the fingers resting on the mouse buttons? <i>If 'NO,' and they are finger-hovering over the mouse, a handshake mouse may be needed</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MONITOR</b>	1. Are monitors right height? <i>Too low causes them to slouch/lean forward</i> <i>Too high causes them to crane their neck backward</i> <i>Monitor height should be so eyes are level with first line of text or slightly higher</i>	<input type="checkbox"/>	<input type="checkbox"/>
	2. Is the monitor close enough (at an arm's reach away)? <i>Too far away causes them to slouch/lean forward</i>	<input type="checkbox"/>	<input type="checkbox"/>
	3. Are dual monitors adjacent to each other?	<input type="checkbox"/>	<input type="checkbox"/>
	4. Does the employee wear computer glasses? <i>People who wear bifocals or progressives may need the monitor lower and tilted up.</i>	<input type="checkbox"/>	<input type="checkbox"/>
	5. Are they able to sit and see the monitor so their ears, shoulders, and hips are vertical or slightly reclined?	<input type="checkbox"/>	<input type="checkbox"/>
<b>FLOOR</b>	1. Do they have enough knee clearance under the desk?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Is the desk no more than 2" thick?	<input type="checkbox"/>	<input type="checkbox"/>
	3. Are they comfortable without a footrest?	<input type="checkbox"/>	<input type="checkbox"/>
<b>PERIPHERALS</b>	1. Are they comfortable without a headset?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Are frequently used items like binders or files within primary reach zone?	<input type="checkbox"/>	<input type="checkbox"/>
	3. Are they comfortable without a document holder?	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b>	1. Do they get up and stand and move around 1-2 minutes every couple of hours?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Is the lighting adequate? <i>If 'NO,' there may be too much glare.</i>	<input type="checkbox"/>	<input type="checkbox"/>