

Office Ergonomic Assessment

Worker Name:	Dominant Hand:	Height: Ft. In.	Type of corrective lenses:
Employer:	Date:	Assessor:	

Percentage of time by function (total of 8 options = 100%)

_____ % Data entry/retrieval	_____ % Writing
_____ % Word processing/editing	_____ % Filing
_____ % Using mouse	_____ % Telephone
_____ % 10-key/adding machine	_____ % Other

Hours/day at this workstation:
Floor surface:
Diagram of workstation layout

Action Item (check if YES)	Item	Description/Comments/Recommendations	Priority*
	CHAIR		
	MONITOR		
	KEYBOARD		
	MOUSE		
	TELEPHONE		
	WORK AREA		
	DESK/ WRITING SURFACE		
	OTHER		

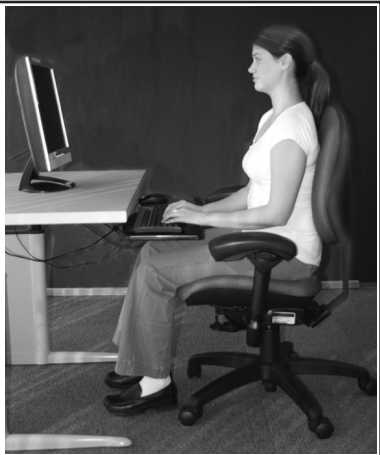
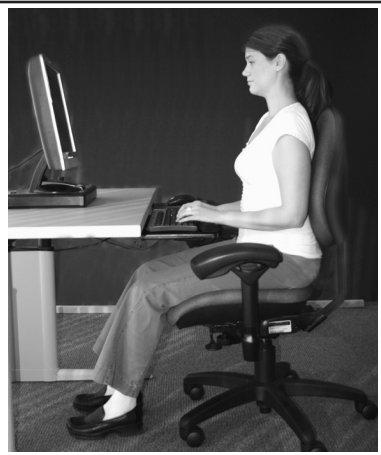
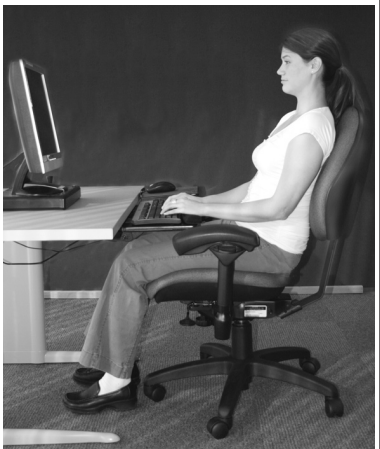
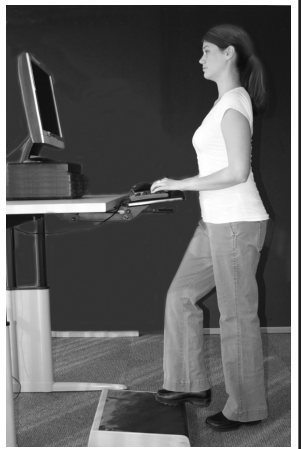
To understand the best way to set up a computer workstation, it is helpful to understand the concept of neutral body positioning. This is a comfortable working posture in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system and reduces your risk of developing a musculoskeletal disorder (MSD). The following are important considerations when attempting to maintain neutral body postures while working at the computer workstation:

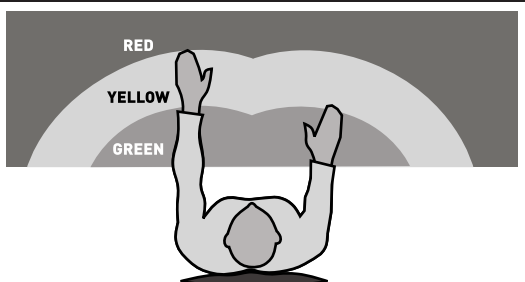
- Hands, wrists, and forearms are straight, in-line and roughly parallel to the floor.
- Head is level, or bent slightly forward, forward facing, and balanced. Generally it is in-line with the torso.
- Shoulders are relaxed and upper arms hang normally at the side of the body.
- Elbows stay in close to the body and are bent between 90 and 120 degrees.
- Feet are fully supported by floor or footrest.
- Back is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- Thighs and hips are supported by a well-padded seat and generally parallel to the floor.
- Knees are about the same height as the hips with the feet slightly forward.

Regardless of how good your working posture is, working in the same posture or sitting still for prolonged periods is not healthy. You should change your working position frequently throughout the day in the following ways:

- Make small adjustments to your chair or backrest.
- Stretch your fingers, hands, arms, and torso.
- Stand up and walk around for a few minutes periodically.

These four reference postures are examples of body posture changes that all provide neutral positioning for the body.

<p>UPRIGHT SITTING</p> <p>The user's torso and neck are approximately vertical and in line, the thighs are approximately horizontal, and the lower legs are vertical.</p>		<p>DECLINED SITTING</p> <p>The user's thighs are inclined with the buttocks higher than the knee and the angle between the thighs and the torso is greater than 90 degrees. The torso is vertical or slightly reclined and the legs are vertical.</p>	
<p>RECLINED SITTING</p> <p>The user's torso and neck are straight and recline between 105 and 120 degrees from the thighs.</p> <p>Reclined seating is best suited for non-intensive tasks such as reading or talking on the telephone.</p>		<p>STANDING</p> <p>The user's legs, torso, neck, and head are approximately in-line and vertical. The user may also elevate one foot on a rest while in this posture.</p>	

<p>WORKSTATION ARRANGEMENT</p> <p>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.</p>	
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