

Office Workstation Evaluation and Report

General information		Employee's Job Activities (per shift)			
Location address		Activities	Ave. Hrs./Day	Activities	Ave. Hrs./Day
		Keyboard use		Writing	
Employee		Mouse		Calc/10-key	
Job Title		Telephone		Copy/Faxing/Filing	
Department		Other:			
Employee's Mgr.					
HR Manager					
PERSON COMPLETING THE EVALUATION				PHONE	
EVALUATION DATE					

Reason for the Evaluation – check those that apply			Workstation Equipment – Check those that apply			
	New hire		New workstation	Chair size number:		Wave or split keyboard
	New transfer		New equipment		Special order ergo chair	Mouse tray/pad
	New job duties/change in body mechanics			Ergonomic task chair with:		Wireless mouse
	Employee complaint			Adjustable height		Pull-out keyboard tray
	Employee Request			Adjustable back		Document holder
	Other:			Lower back support		Flat Screen Monitor
Comments if there are current work restrictions or any other issues:				Adjustable arm rests		Glare screen
				Adjustable back tension		Phone headset
				Adjustable seat pan		Wireless headset
				Footrest		Personal add-ons

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Workstation Layout

<p>Indicate the desk configuration <i>prior to any change</i>. Select configuration most similar or draw in "J." The arrow represents point of entry into the workstation.</p>	
<p>Indicate the layout for mouse, keyboard, and monitor <i>prior to any change</i>. Select the most similar layout.</p>	

Workstation Evaluation Criteria

Current Setup	Yes	No		Things to consider when making corrections	What was done to correct?
<p>Are feet firmly and evenly positioned flat on the floor while seated? Are the employee's thighs parallel with the floor?</p>				<p>Use a footrest in the following instances</p> <ul style="list-style-type: none"> When chair cannot be adjusted low enough When chair needs to be raised in order to access a higher work surface. 	
<p>Is there a 90° angle inside the knee? Thighs should be roughly <i>parallel to the floor</i>.</p>				<p>This 90° angle improves pelvic/lumbar alignment and sets the standard for all other chair & workstation adjustments.</p>	
<p>Is there a space between the seat pan and the back of legs?</p>				<p>Sit fully back in the chair. Make a 1–4 finger space between pan and backs of legs by sliding the pan from front to back. This ensures good weight distribution on seat and won't block blood circulation in the legs.</p>	
<p>Is the seat pan unlocked or the backrest unlocked so that the whole chair or the back of the chair rocks freely with the employee?</p>				<p>It is best if the chair moves freely (but not floppy) enabling movement. This supports blood circulation by reducing static pressure while seated.</p>	
<p>Is the seat backrest positioned to fit into the small of the spine and firm enough to support the employee's weight without flopping back?</p>				<p>First adjust backrest to fit into small of back Adjust tension knob to support your weight <i>Back cushion use is often a sign that the backrest is not adjusted correctly.</i></p>	
<p>Are armrests at a height that supports the forearm level with the floor and at a 90° angle or slightly more between the upper arm and forearm?</p>				<p>To adjust for good armrest height Place hands on thighs, then "wing" elbows out. Lift one hand until the forearm is level with floor, and then raise armrest to meet the forearm.</p>	
<p>Are armrests at a height that supports the forearm level without causing the shoulders to raise or hunch up?</p>				<p>High armrests will hunch the shoulders, which impedes blood circulation and promotes fatigue. Remember the 90° angle or slightly more between the upper arm and the forearm.</p>	
<p>Is the arm level with the keyboard?</p>				<p>To identify arm-to-keyboard posture and keyboard height Pivot and rotate forearms inward on the armrests while pointing hands & fingers straight ahead. <i>The best keyboard height would be keys touching the palms.</i></p>	

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Current Setup	Yes	No	Things to consider when making corrections	What was done to correct?
Is the employee able to touch the G-H row on the keyboard with forearms remaining on the armrest. <i>The hands should be level with forearm and fingers gently curving down</i>			 Armrests support the arms' weight while keying and using the mouse. This will reduce the burden on the upper back and neck. While moving between keying and mousing, pivot forearm on the armrest.	
Is the employee able to key or mouse without bending the wrists upward?			 Ensure that the forearm, wrist and hand are in a flat and level posture with fingers gently curved downward onto the G-H row of the keyboard while keying. Do not key with the hands bent upward!	
<i>In a shared station, a keyboard tray is the best option to compensate for the different setups (readjust workstation for each employee's needs)</i>			 Wrists should rest lightly on the wrist rest. Wrist rest should be at or slightly above armrest height.	
Is the top of the monitor screen level with the employees' eyes? <i>Note: Most people naturally tilt the head slightly down.</i>			 A monitor that is too high will induce "head bobbing" Ensure that document holders and other reference materials are placed to reduce/eliminate head bobbing	
With arm extended toward monitor, is the monitor distance somewhere between the palm and the fingertips?			 While seated in a properly adjusted chair, position the monitor so you can touch the center of the screen with either your palm or the tips of your fingers.	
Is the monitor screen vertical or tilted slightly back from vertical?			 If glare is a factor consider repositioning or using a glare screen.	
Is the monitor positioned directly and squarely in front of the employee while typing on the keyboard?			 Sit squarely facing the monitor. Avoid placing monitor more than 1 or 2 inches off center.	
Is the keyboard directly and squarely in front of the monitor?			 The keyboard must be squarely in front of monitor. Avoid placing keyboard more than 1 or 2 inches off center to the monitor.	
Is the mouse next to the keyboard?			 The armrest should support the arm while using the mouse. <i>An unsupported arm strains the back and neck.</i>	
If used regularly, is the telephone placed within easy reach without twisting or moving away from the chair backrest?			 Keep the phone on the side opposite your writing hand so you can hold the handset in one hand while you take notes with the other.	
Is a telephone headset needed?			 Use headset if you key and/or write at same time. Do not cradle the phone between the neck & shoulder.	
Is the writing/working surface at or very slightly (+/- 1 inch) above the elbow height when seated in the chair?			 Consider having the entire desk or writing surface adjusted or Consider raising the chair and adding a footrest to compensate for desk & chair height.	

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