Picture and/or Sketch of Workstation

Follow Up Evaluation
Note completion date of recommendations on previous page

Responsible Follow Up Evaluator:	Date:

Is the worker satisfied with the changes made to the workstation?

Are there any additional changes that need to be made?

Has the worker's discomfort been addressed?

Comments from worker

Office Ergonomics Screening Tool

Name:	Evaluator:
Job Title:	Initial Evaluation Date:
Company/Dept:	Scheduled Follow-up Date:
Phone:	Supervisor Name:
Gender: M F	Dominant Hand: L R B	Height (in):
Corrective Lenses: Y N	If yes, then what type?	
Number of hours in an average workday spent in the office_____		

TASK BREAKDOWN	% Time spent per day	TASK BREAKDOWN	% Time spent per day
Computer		Writing/Drawing	
Keyboard		Filing	
Pointing device (e.g. mouse)		Time away from workstation	
Phone: Headset ☐ Handset ☐		Other:	
What is the longest period of time that work is performed without a break?			
Does the worker perform stretching exercises?			

Keyboard and pointing device located where the upper arm is by the worker's side and elbows at 90 degrees with wrists straight

Lumbar support adjusted to the small of the back

Seat pan adjusted so the thighs are parallel to the floor

The pointing device should be located next to the keyboard and at the same height.

Top row of characters on the screen level with worker's physical eye height

Monitor located approximately arm's length away from worker

Leg room should be free of obstructions

Feet should be firmly supported by the floor or by a footrest

Summary of Recommendations:	*Date Completed*

The Ergonomics Center

Chair

Chair	Y	N	N/A	Potential Fixes	✓
Can the chair height be adjusted so the worker's thighs are parallel to the floor?			█	Adjust chair height	
Can the lumbar support be adjusted so that it fits into the worker's lumbar region of their back?				Adjust lumbar support	
Does the backrest recline have a lockout to support the worker in an upright position?				Provide new chair	
Can the seat pan depth be adjusted to allow three fingers width between the back of the worker's knee and the front of the seat pan?				Adjust seat pan depth	
Can the armrests be adjusted to just below the elbow of the worker?				Adjust armrests	
Do the armrests allow the worker to get close enough to the workstation?				Remove armrests	

Comments on Chair:

Keyboard Tray, Keyboard & Pointing Device

Keyboard Tray, Keyboard & Pointing Device	Y	N	N/A	Potential Fixes	✓
If the chair needs to be raised to position the worker better with respect to the keyboard and pointing device, is there a footrest available to keep the worker's thighs parallel to the floor?				Provide footrest	
Is there an articulating keyboard tray installed at the workstation?			█	Install keyboard tray	
Is the keyboard tray large enough for both keyboard and pointing device?				Change or repair keyboard tray	
Is the keyboard tray stable?					
Does the angle of the keyboard allow the wrists to be straight?				Change keyboard tray angle	
Does the pointing device (e.g. mouse, trackball, etc.) fit the hand?			█	Provide different pointing device	
Is the pointing device located next to the keyboard in an location where it can be operated without extended reaching?				Adjust pointing device location	
Is a wristrest or padding available to protect against hand or forearm contact to sharp or hard edges?				Add wrist rest for keyboard and/or pointing device	
Is the operator required to lean against the wristrest to perform tasks?				Change wrist rest	
If a laptop computer is used, are external keyboard and pointing device provided?				Provide external devices	

Comments on Keyboard Tray, Keyboard, and Pointing Device:

Monitor & Source Document

Monitor & Source Document	Y	N	N/A	Potential Fixes	✓
If a laptop computer is used, is an external monitor provided?				Provide monitor	
Is the monitor located in front of the worker?			█	Reposition monitor	
Is the monitor approximately an arm's length (with fingers extended) away from the worker			█		
Is the monitor set at a height so that the top row of characters on the screen is even with the seated eye height of the user?				Lower monitor / Raise monitor	
Is font size, screen contrast and/or image quality in print and on monitor acceptable?				Add document holder	
If a document holder is used, is the document holder located adjacent to the computer screen?				Move document holder	

Comments on Monitor & Source Document:

Phone & Printer

Phone & Printer	Y	N	N/A	Potential Fixes	✓
Is the phone located on the same side as the hand that is used to answer it?			█	Move phone to opposite side	
Can the phone be answered without extended reaching?				Move phone closer	
Does the worker talk on the phone without cradling it?				Add headset	
Does the worker utilize speaker phone or a headset while participating in conference calls?					
Can the printer be accessed without extended reaching?				Relocate printer	

Comments on Phone & Printer:

Worksurface

Worksurface	Y	N	N/A	Potential Fixes	✓
Is there sufficient space for all equipment and accessories?				Reorganize furniture	
Are frequently used equipment and supplies within arm's reach?				Reorganize equipment	
Are equipment and supplies grouped according to patterns?				Reorganize supplies	
Is the worksurface height adjustable?				Provide height adjustable workstation	

Comments on Worksurface:

Workspace

Workspace	Y	N	N/A	Potential Fixes	✓
Is the CPU in a location that does not interfere with positioning of the worker in the workstation?			█	Reposition CPU	
Can the worker move about the workspace easily, free from equipment or supplies obstructing movement?				Reorganize equipment	
Is there adequate leg clearance (height, width, depth)?				Provide leg room	
Is there sufficient storage and filing room to keep the work area free from clutter?				Provide additional storage	

Comments on Workspace:

Environment

Environment	Y	N	N/A	Potential Fixes	✓
Is lighting adequate for all tasks?				Provide task lighting	
Is the monitor screen free of glare from overhead lighting?			█	Reduce overhead lighting	
Is the monitor located perpendicular to windows or are windows heavily tinted?				Use blinds	
Is equipment noise minimized at the source?				Reduce noise	
Is the workstation climate acceptable?				Change climate	

Comments on Environment: