

Office Ergonomics Evaluation Form

YES NO

1) Is the chair height such that the occupants feet are flat on the floor while their thighs are horizontal to the floor?

___ ___

Options:

- Adjust the height of the chair
- If the chair is high, use a foot rest
- If the chair is low, look for another chair

2) Does the chair seat bottom push against the back of the employee's leg?

___ ___

Options:

- Adjust the chair seat pan to reduce pressure on employee's leg
- Use a rolled towel or other lumbar support

3) Does the chair backrest support the employee's low back?

___ ___

Options:

- Adjust the lumbar support up/down and horizontally
- Use a rolled towel or other lumbar support

4) Does the chair backrest vertically align in a manner that is comfortable to the employee?

___ ___

Options:

- Adjust the backrest angle to be more vertical
- Use a rolled towel or other lumbar support

5) With the arms to the side and elbows at 90 degrees, do the chair armrests support the forearm?

___ ___

Options:

- If you have neck/shoulder symptoms, consider looking for another chair

6) With the arms to the side, the elbows at 90 degrees and the wrists straight, do the fingers meet the keyboard home row?

___ ___

Options:

- Adjust the height of the chair (if the feet come off the floor, consider a foot rest)
- Adjust the height/angle of the keyboard tray
- Consider an adjustable height/tilt keyboard tray with mouse support.

7) Is the mouse adjacent to the keyboard and in a comfortable position?

___ ___

Options:

- Move the mouse to be next to the keyboard
- If using a keyboard tray that is too small, use a clipboard to extend the keyboard tray surface
- Consider an adjustable height/tilt keyboard tray with mouse support

8) If documents are referred to frequently while using the computer, is there an adequate document holder?

___ ___

Options:

- Use an empty three ring binder
- Consider a center style or monitor attached document holder

9) Is the top of the monitor parallel to the eyes?

___ ___

Options:

- If the monitor is too low, consider raising it with phone books, reams of paper, monitor stand, or stack trays
- If the monitor is too high, take it off the object it is on (i.e., CPU) or raise the height of the chair

Special Consideration:

If the employee wears bifocals/trifocals, the monitor may have to be placed lower such that the screen can be seen through the right part of the lens without tipping the head.

YES NO

10) Is the monitor and keyboard at the same elevation? _____

Options:

- Move the monitor to line up with the keyboard
- Consider a height/tilt adjustable keyboard tray with mouse support

11) Is the monitor easily viewed without glare? _____

Options:

- To control exterior lighting impact, consider moving the monitor to be at right angle with the window or closing the window blinds
- To control interior overhead lighting impact, consider tipping the monitor downward slightly or reducing overhead lighting.

12) Does the work surface feel to be the right height for reading/writing tasks? _____

Options:

- If the work surface is part of modular furniture, raise/lower the work surface the desired amount needed
- If work surface is low and non-adjustable, raise it by putting the desk on wood blocks
- If work surface is high and non-adjustable, consider a different desk or use modular adjustable height furniture

Special Consideration:

If the work surface height is changed, realize it may impact prior adjustments made.

13) If the telephone is used for more than two hours, is a headset, phone rest, or speakerphone available? _____

Options:

- Consider a headset, phone rest, or speakerphone
- Hold the phone with one hand while performing other activities

14) Is excessive force used when using the keyboard, ten key, hole punch, pens/pencils? _____

Options:

- Try of using lighter force since excessive force should not be needed, or replace item if it is wearing out
- Consider using wide barrel, easy writing pens

15) Is there good lighting of documents? _____

Options:

- Rearrange location of office equipment to eliminate shadows
- Consider task lighting

16) Are body positions/tasks varied through the day? _____

