



Name: _____

Date: _____

Location: _____

Phone Number: _____

Department: _____

E-mail: _____

Observations

Average use of computer per day _____

Years working at the same work station _____

Staff currently has: Discomfort (Lower back hurts, Needs to lie down to stretch back)

Pain

No Symptoms (Preventative Assessment)

Chair does NOT provide all the recommended

Chair is too big or too small to accommodate employee

Wrist rest NOT available for: Keyboard

Mouse

Other _____

Available Equipment

Keyboard Tray

Foot Rest

Ergonomic Chair (limited)

Document Holder

Ergonomic Keyboard

Wrist rest for keyboard

Vertical Mouse

Wrist rest for mouse

Roller Mouse

WORKING POSTURES	Y	N	N/A
1. Head and neck to be upright or in-line with the torso (not bent down/back).			
2. Head, neck, and trunk to face forward (not twisted). If "no" refer to Monitors or Chairs.			
3. Trunk to be perpendicular to floor (may lean back into backrest but not forward).			
4. Shoulders and upper arms to be in-line with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward).			
5. Upper arms and elbows to be close to the body (not extended outward).			
6. Forearms, wrists, and hands to be straight and in-line (forearm at about 90 degrees to the upper arm).			
7. Wrists and hands to be straight (not bent up/down or sideways toward the little finger).			
8. Thighs to be parallel to the floor and the lower legs to be perpendicular to floor (thighs may be slightly elevated above knees).			
9. Feet rest flat on the floor or are supported by a stable footrest.			

SEATING	Y	N	N/A
10. Backrest provides support for your lower back (lumbar area).			
11. Seat width and depth accommodate the specific user (seat pan not too big/small).			
12. Seat front does not press against the back of your knees and lower legs (seat pan not too long).			
13. Seat has cushioning and is rounded with a "waterfall" front (no sharp edge).			
14. Armrests , if used, support both forearms while you perform computer tasks and they do not interfere with movement.			
15. Backrest support, seat depth, seat height, and arm rests are adjustable.			

KEYBOARD/INPUT DEVICE	Y	N	N/A
16. Keyboard/input device platform(s) is stable and large enough to hold a keyboard and an input device.			
17. Input device (mouse or trackball) is located right next to your keyboard so it can be operated without reaching.			
18. Input device is easy to activate and the shape/size fits your hand (not too big/small).			
19. Wrists and hands do not rest on sharp or hard edges.			
20. Wrist rests for the mouse and keyboard are available			

MONITOR	Y	N	N/A
21. Top of the screen is at or below eye level so you can read it without bending your head or neck down/back.			
22. User with bifocals/trifocals can read the screen without bending the head or neck backward.			
23. Monitor distance allows you to read the screen without leaning your head, neck or trunk forward/backward.			
24. Monitor position is directly in front of you so you don't have to twist your head or neck.			
25. Glare (for example, from windows, lights) is not reflected on your screen which can cause you to assume an awkward posture to clearly see information on your screen.			

WORK AREA—Consider these points	Y	N	N/A
26. Thighs have sufficient clearance space between the top of the thighs and your computer table/keyboard platform (thighs are not trapped).			
27. Legs and feet have sufficient clearance space under the work surface so you are able to get close enough to the keyboard/input device.			

ACCESSORIES—Check to see if the	Y	N	N/A
26. Document holder , if provided, is stable and large enough to hold documents.			
27. Document holder , if provided, is placed at about the same height and distance as the monitor screen so there is little head movement, or need to re-focus, when you look from the document to the screen.			
28. Wrist/palm rest , if provided, is padded and free of sharp or square edges that push on your wrists.			
29. Wrist/palm rest , if provided, allows you to keep your forearms, wrists, and hands straight and in-line when using the keyboard/input device.			
30. Telephone can be used with your head upright (not bent) and your shoulders relaxed (not elevated) if you do computer tasks at the same time.			

GENERAL	Y	N	N/A
31. Workstation and equipment have sufficient adjustability so you are in a safe working posture and can make occasional changes in posture while performing computer tasks.			
32. Computer workstation, components and accessories are maintained in serviceable condition and function properly.			
33. Computer tasks are organized in a way that allows you to vary tasks with other work activities, or to take micro-breaks or recovery pauses while at the computer workstation.			

Recommended Equipment

Keyboard Tray



Ergonomic Keyboard



Vertical Mouse



Roller Mouse



Document Holder

Wrist Rest for Keyboard

Wrist Rest for Mouse

Foot Rest

Ergonomic Chair

Recommendations

Install an adjustable keyboard tray under the desk (it should be aligned with the monitors). The tray should have an area for the mouse just next to the keyboard and wrist rests for the keyboard and mouse. With the proper adjustment, the keyboard tray will help you in getting the keyboard closer to your body. This way you will prevent extending your arms to reach the keyboard. At the same time you will maintain your neutral posture with your elbows close to your torso in a 90° angle while resting your back on the chair.

Adjust the keyboard tray to have your forearms, wrists and hands in a straight line

Done during the assessment

Acquire another chair with adjustments for lumbar support, seat height, seat depth, and arm rest (up-down and in-out)

Adjust the following parts of the chair:

Lumbar Support

done during the assessment

Seat Height

done during the assessment

Seat Depth

done during the assessment

Arm Rests (up-down and in-out)

done during the assessment

Relocate the monitors to have them aligned with keyboard and your body.

You should be facing the monitor at all times. (I will submit a ticket to IT to adjust computer and monitors)

Done during the assessment

Adjust the height of the monitors to have the top of the screen approximately at your eye level and 20"-40" away from you.

Done during the assessment

Take a very short break (30-60 seconds) for standing up and stretching every 20-30 minutes of continuous computer work, or when you feel you need it.

Other Recommendations: