**Environmental Health & Safety Ergonomic Evaluation**

**Name: Date:**

**Location: 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: [x] Keyboard

 [x] 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

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| **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.  | [ ]  | [ ]  | [ ]  |

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| **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. | [ ]  | [ ]  |[ ]

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| **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 | [ ]  | [ ]  |[ ]

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| **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. | [ ]  | [ ]  | [x]  |

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| **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. | [ ]  | [ ]  | [ ]  |

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| **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. | [ ]  | [ ]  | [ ]  |

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| **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:

 [x] Lumbar Support [ ] done during the assessment

 [ ] Seat Height [ ] done during the assessment

[x] Seat Depth [ ] done during the assessment

[x] Arm Rests (up-down and in-out) [ ] done during the assessment

[x] 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: