**COMPUTER WORKSTATION ERGONOMIC EVALUATION**

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| --- | --- | --- | --- | --- | --- |
| **Employee Name Department Job Title** | | | | | |
| **Phone Extension / Mail Code Location of Evaluation Evaluated by (if not self-evaluation)** | | | | | |
| **Evaluation Date** | | | | | |
| **Chair Acceptable Needs**  **Improvement** | | | | | **Evaluation Comments/ Recommendations:** |
| Seat height Seat back Seat depth Seat pan tilt  Armrest position | | | | |  |
| **Keyboard and Mouse Acceptable Needs**  **Improvement** | | | | |
| Keyboard height  Keyboard-to-user distance  Keyboard slope  Mouse height  Mouse-to-user distance | | | | |
| **Monitor Acceptable Needs**  **Improvement** | | | | |
| Monitor height  Monitor-to-user distance  Monitor alignment w/ user | | | | |
| Visual comfort of screen |  |  |  |  |
| **Environment Acceptable Needs**  **Improvement** | | | | |
| Leg clearance at workstation  Placement of frequently used items  General/ task lighting | | | | |
| **Work Practices Acceptable Needs**  **Improvement** | | | | |
| Frequency of microbreaks Keyboarding posture Sitting posture  Phoning posture  Alternate tasks | | | | |
| **Required Items: Proper Workstation Setup:** | | | | | |
| Adjustable ergonomic chair Adjustable keyboard/mouse tray Lumbar support cushion  Monitor riser Foot rest Mouse bridge Wristrest pad  Anti-glare screen, or screen hood Reference document holder Slantboard for reading  Telephone headset  Office ergonomics training (EHS 3400) Other | | | | |  |

**Employee Signature**

**Evaluator Signature**

*(if not self-evaluation)*

**ERGONOMIC EVALUATION GUIDELINES**

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| **1. Chair** |  |
| Seat height | Adjust seat height so feet are flat on the floor or footrest, knees are bent at right angles and thighs are horizontal to floor. |
| Seat back | Adjust seat back so it supports the lumbar curve of the spine. |
| Seat pan depth | Adjust seat pan depth so seat cushion is about 1 - 4” from the backs of knees. |
| Seat pan tilt | Adjust seat pan tilt so hips and tops of thighs are at right angles or greater. |
| Armrest position | Adjust armrests so that they are out of the way while typing, but may provide support during other activities (i.e. phone use, meetings, etc.). |
| **2. Keyboard and Mouse** |  |
| Keyboard height | Adjust keyboard height so arms and forearms are at right angles or slightly greater and forearms and hands form straight lines. |
| Keyboard-to-user distance | Keyboard-to-user distance should allow user to relax shoulders with elbows hanging close to body. |
| Keyboard slope | Position keyboard a flat or slightly negatively sloped. |
| Mouse-to-user distance | Mouse should be directly next to the keyboard. |
| Mouse height | Adjust mouse so it is close to and on the same level as the keyboard. |
| **3. Monitor** |  |
| Monitor height | Adjust monitor height so top of screen is at or slightly lower than eye level. |
| Screen-to-user distance | Viewing distance is approximately arm’s distance away (16”- 28”). |
| Monitor alignment w/  user | Monitor and keyboard should be placed directly in front of user. |
| Visual comfort of screen | Monitor should be positioned to avoid glare (perpendicular to window/ strong light source) |
| **4. Work Environment and Work Surface** |  |
| Leg clearance at workstation | Width = 2” + hip width, Height= Highest point of thighs or higher, Depth= Allows proper sitting position while giving foot/knee clearance |
| Placement of frequently used items | Advise employee to keep frequently used items (i.e. phone) close at hand |
| General task lighting | Ensure lighting is not direct or overly bright. |
| **5. Work Practices** |  |
| Frequency of microbreaks | Get out of chair at least once per hour, microbreak every 30 min of keyboarding |
| Keyboarding posture | Keep wrists straight, avoid supporting wrists on any surface while typing |
| Sitting posture | Upright or slightly reclined posture, maintain hollow in lower back. |
| Phoning posture | Avoid tilting head/neck to cradle the phone. Use hand to hold receiver. |
| Alternate tasks | Break up long periods of continuous computer use by performing small tasks/ errands. |