

Office Environment

Ergonomic Workstation Risk Assessment

Proactive ☐ Medical Request ☐ Employee Request ☐

File No.: _____

Part A: IDENTIFICATION

Employee Name: _____ Phone Number: _____ Email: _____

Location / Department: _____ Supervisor Name & Email: _____

Analyst: _____ Analysis Date: _____ Follow-Up Date: _____

Action Items Complete? ☐ Y ☐ N

Part B: GENERAL JOB AND EMPLOYEE INFORMATION

Is the employee experiencing any discomfort, pain, or fatigue related to his or her workstation? ☐ Y ☐ N If YES, Please describe? _____

What body part or parts are impacted by the discomfort, pain or fatigue? _____

Has the employee seen a medical professional? ☐ Y ☐ N If YES, when? _____

Is the employee: ☐ Right-handed ☐ Left-handed

Does the employee use corrective lenses? ☐ Y ☐ N

If YES, please select all that apply: ☐ Contacts ☐ Bifocals / Trifocals / Progressive Lenses ☐ Computer Glasses

Roughly what percentage of the day does the employee spend sitting? _____ typing? _____ using a mouse? _____ using the phone? _____

Has the employee attended Ergonomics Awareness Training? ☐ Y ☐ N

General Comments: _____

Part C: ERGONOMIC RISK ASSESSMENT CHECKLIST

(NO answers are opportunities for ergonomic improvement and must be addressed in Corrective Action Plan.)

CHAIR		Yes	No	NA	Comments
1	Are the height and angle of the seat pan adjusted so that the feet are firmly supported on the floor or on a footrest with the knee angle maintained between 90-135° and the angle between the torso and the thighs maintained between 90-110° when the employee is sitting all the way back in the chair?				
2	If a footrest is used to supplement the height adjustment of the chair, are footrests provided for all work areas of the workstation?				
3	Does the backrest sufficiently support the lumbar curve of the lower back and maintain the natural "S" shaped curve of the spine?				
4	When the employee is sitting as far back in the chair as possible, is there a small gap between the back of the knee and the front of the seat pan?				
5	Is the seat pan wide enough for the employee to sit comfortably?				
6	Do the armrests provide support for the forearms while maintaining the shoulders in a relaxed posture with the elbows close to the body?				
7	Is the employee able to position him or herself close to the work area without the armrests hitting the work surface?				
8	Is the chair equipped with the appropriate castors for the floor surface, requiring deliberate, but not a great amount of leg force to move?				
KEYBOARD and MOUSE		Yes	No	NA	Comments
9	Is the keyboard positioned at or slightly below elbow height, allowing the shoulders to remain relaxed (not hunched) when keying?				
10	When typing, is the keyboard positioned directly in front of the user?				
11	Is the keyboard angle adjusted so that the wrists are in neutral posture when keying, in line with the forearms, not flexed or extended and not bent to either side?				
12	Are the keys activated using a light touch on the keys?				
13	Is the mouse positioned at the same height and immediately next to the keyboard so that it can be reached without extending the arm or leaning forward?				
14	Is there enough room to comfortably move the mouse?				
15	When mousing, are small movements of the arm used to move the mouse so that extreme movements of the wrist are prevented?				
16	Does the mouse properly fit the employee's hand and is it gripped lightly by the employee?				
17	If a wrist rest is used, does it promote and not interfere with the correct keying and mousing techniques? The wrists or heel of the hands should NOT rest on the wrist rest during active keying or mousing, only during rest periods.				

WORK SURFACE		Yes	No	NA	Comments
18	Is there adequate clearance for the legs and feet to fit comfortably under the desktop, including room to periodically change positions?				
19	Do the work surface design, equipment organization, computer accessories and employee work patterns prevent the wrist and forearm from contacting all sharp or hard leading work surface edges?				
20	Is the work surface of adequate size, depth, height and design for the required job tasks?				
MONITOR		Yes	No	NA	Comments
21	Is the monitor positioned directly in front of the employee?				
22	If more than one monitor is used, is the primary monitor positioned directly in front of the employee with the secondary monitor placed to the side and at the same height as the first monitor, but angled or positioned slightly forward? If more than two monitors are used, are they organized in a radius in front of the employee to minimize neck rotation to view the screens? The monitor positioned directly in front of the employee should be used for the work that is done most often or for the longest duration.				
23	Is the monitor(s) positioned 20-28" from the employee's eyes, at a distance that can easily be read without squinting or leaning forward?				
24	Is the monitor(s) positioned at or slightly below eye level so that the top line of text is 2-4" below eye level?				
LIGHTING and VISION		Yes	No	NA	Comments
25	Is the monitor(s) positioned so that there are no windows or bright light sources in the line of sight of the employee when he or she is looking at the screen?				
26	Is the screen tilted and task lighting directed in a manner to reduce reflective glare?				
27	Do work surfaces and walls have a matte finish to reduce light reflection?				
28	Is there sufficient lighting for the employee to read reference material and paperwork without squinting or leaning forward, when wearing his or her normal corrective lenses?				
29	If the employee frequently alternates between viewing paperwork, including reference documents, and the computer screen, is a document holder provided and positioned at approximately the same height and distance from the eyes as the monitor?				
30	Does the employee follow the 20-20-20 rule - every 20 minutes look at something about 20 feet away for at least 20 seconds - in order to reduce eye strain?				

TELEPHONE		Yes	No	NA	Comments
31	If frequent or long duration phone calls are made, is a headset or speaker phone provided and used?				
32	Is the telephone positioned on the desktop so that it can be easily reached without leaning forward?				
WORK HABITS and WORK ENVIRONMENT		Yes	No	NA	Comments
33	Are frequently used items on the desktop positioned close enough to the user so that they may be reached without straightening the arms or bending forward or sideways?				
34	Does the employee alternate tasks and incorporate micro-breaks into his or her work routine?				
35	For laptop users, is either a wheeled briefcase or computer backpack provided for transporting the laptop?				
36	Are noise levels in the employee's area low, non-existent or at a comfortable level? (Printer, copy machine, etc.)				
37	Are the air quality, circulation and temperature kept at a proper levels?				

Part D: CORRECTIVE ACTION PLAN

Use the table below to identify and track the workstation improvement actions that are taken to address the risks identified in the Ergonomics Risk Assessment Checklist. Some improvements may involve simple fixes such as raising or lowering a chair, rearranging the work area, or educating the employee about a new technique. Other improvements may require the purchase of new equipment or workstation accessories. Compared to the expenses associated with an injury, the cost of these purchases will be minimal.

CORRECTIVE ACTIONS			
Action Item	Person Responsible	Target Completion Date	Status
ADDITIONAL COMMENTS:			