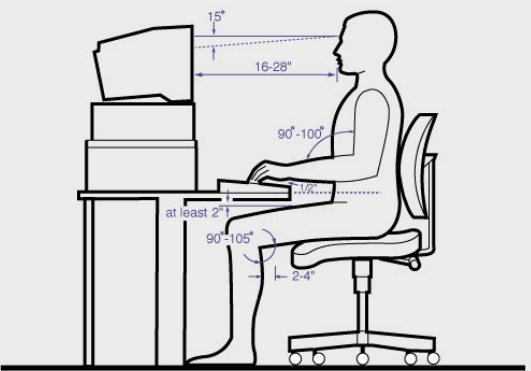


Computer Workstation Ergonomic Evaluation

If you have any questions, please contact the FHS Safety Office mannellaj@mcmaster.ca

Employee Name _____		Department _____		Job Title _____	
Phone Ext. _____		Location of Evaluation _____		Evaluation Date _____	
Chair			Acceptable	Needs Improvement	Evaluation Comments/Recommendations:
Seat Height		<input type="checkbox"/>	<input type="checkbox"/>		
Seat Back		<input type="checkbox"/>	<input type="checkbox"/>		
Seat Depth		<input type="checkbox"/>	<input type="checkbox"/>		
Seat Pan Tilt		<input type="checkbox"/>	<input type="checkbox"/>		
Armrest Position		<input type="checkbox"/>	<input type="checkbox"/>		
Keyboard and Mouse			Acceptable	Needs Improvement	
Keyboard Height		<input type="checkbox"/>	<input type="checkbox"/>		
Keyboard-to-user Distance		<input type="checkbox"/>	<input type="checkbox"/>		
Keyboard Slope		<input type="checkbox"/>	<input type="checkbox"/>		
Mouse Height		<input type="checkbox"/>	<input type="checkbox"/>		
Mouse-to-user Distance		<input type="checkbox"/>	<input type="checkbox"/>		
Monitor			Acceptable	Needs Improvement	
Monitor Height		<input type="checkbox"/>	<input type="checkbox"/>		
Monitor-to-user Distance		<input type="checkbox"/>	<input type="checkbox"/>		
Monitor Alignment w/ User		<input type="checkbox"/>	<input type="checkbox"/>		
Visual Comfort of Screen		<input type="checkbox"/>	<input type="checkbox"/>		
Environment			Acceptable	Needs Improvement	
Leg Clearance at Workstation		<input type="checkbox"/>	<input type="checkbox"/>		
Placement of Frequently Used Items		<input type="checkbox"/>	<input type="checkbox"/>		
General/Task Lighting		<input type="checkbox"/>	<input type="checkbox"/>		
Work Practices			Acceptable	Needs Improvement	
Frequency of Micro-breaks		<input type="checkbox"/>	<input type="checkbox"/>		
Keyboard Posture		<input type="checkbox"/>	<input type="checkbox"/>		
Sitting Posture		<input type="checkbox"/>	<input type="checkbox"/>		
Phoning Posture		<input type="checkbox"/>	<input type="checkbox"/>		
Alternative Tasks		<input type="checkbox"/>	<input type="checkbox"/>		
Required Items:			Proper Workstation Setup:		
<input type="checkbox"/> Adjustable Ergonomic Chair <input type="checkbox"/> Adjustable Keyboard/Mouse Tray <input type="checkbox"/> Lumbar Support Cushion <input type="checkbox"/> Monitor Riser <input type="checkbox"/> Foot Rest <input type="checkbox"/> Mouse Bridge <input type="checkbox"/> Wristrest Pad <input type="checkbox"/> Anti-Glare Screen (or Screen Hood) <input type="checkbox"/> Reference Document Holder <input type="checkbox"/> Slantboard for Reading <input type="checkbox"/> Telephone Headrest <input type="checkbox"/> Office Ergonomics Training <input type="checkbox"/> Other _____					

Employee Signature: _____

Evaluator Signature: _____

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 parallel to the 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 back of knees.
Seat Pan Tilt	Adjust seat pan tilt so hips and tops of thighs are at right angles or greater.
Armrest Position	Adjust arm rests so that they are out of the way while typing, but may provide support during other activities (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 the body.
Keyboard Slope	Position keyboard flat or on a slightly negative slope.
Mouse Height	Adjust mouse so it is close to and on the same level as the keyboard.
Mouse-to-user Distance	Mouse should be directly next to the keyboard.
3. Monitor	
Monitor Height	Adjust monitor height so top of screen is at or slightly lower than eye level.
Monitor-to-user Distance	Viewing distance is approximately one arm's length 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. Environment	
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 employees to keep frequently used items close at hand.
General/Task Lighting	Ensure lighting is not direct or overly bright.
5. Work Practices	
Frequency of Micro-breaks	Get out of chair at least once per hour, micro-break every 30 minutes of keyboarding.
Keyboard 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 neck/head to cradle the phone./ Use hand to hold receiver.
Alternative Tasks	Break up long periods of continuous computer use by performing other tasks.