

ERGONOMIC SAFETY PROGRAM: Evaluation Check-list

	OBSERVATIONS	
	YES	NO/comments
BODY POSITION:		
Head and neck are upright or in-line with the torso (not bent down/back).		
Head, neck, and trunk face forward (not twisted).		
Trunk is perpendicular to floor (may lean back into backrest but not forward).		
Shoulders and upper arms are in-line with torso, perpendicular to floor and relaxed.		
Upper arms and elbows are close to the body (not extended outward).		
Forearms, wrists, and hands are straight and in-line (forearm at about 90 degrees to upper arm).		
Wrists and hands are straight (not bent up/down or sideways toward the little finger).		
Thighs are parallel to floor, lower legs are perpendicular to floor (thighs slightly elevated above knees, ok).		
Feet rest flat on the floor or are supported by a stable footrest.		
SEATING:		
Backrest provides support for lower back (lumbar area).		
Seat width and depth accommodates the specific user (seat pan not too big/small).		
Seat front does not press against the back of knees and lower legs (seat pan not too long).		
Seat is cushioned, rounded with a "waterfall" front (no sharp edge).		
Armrests support both forearms during computer tasks/armrests do not interfere with movement.		
KEYBOARD/MOUSE:		
Keyboard/mouse platform is stable and large enough for keyboard/mouse.		
Mouse is located right next to keyboard (operate without reaching).		
Mouse is easy to activate and the shape/size fits hand (not too big/small).		
Wrists and hands do not rest on sharp or hard edges.		
MONITOR:		
Top of the screen is at or below eye level, to read without bending head or neck.		
User with bifocals/trifocals can read screen without bending head or neck backward.		
Monitor distance allows screen readability without leaning head, neck or trunk forward/backward.		
Monitor is positioned directly in front of the person.		
Glare is not reflected on the screen.		
WORK AREA:		
Thighs have sufficient clearance between thighs and computer table/keyboard platform.		
Legs and feet - sufficient clearance space under work surface to get close enough to keyboard/mouse.		
ACCESSORIES:		
Document holder, if provided, is stable and large enough to hold documents.		
Document holder is placed at same height and distance as monitor screen and not too far right/left.		
Wrist/palm rest, if provided, is padded and free of sharp or square edges that push on wrists.		
Wrist/palm rest allows forearms, wrists, and hands to be straight when using keyboard/mouse.		
Telephone use allows head to be upright (not bent) and shoulders relaxed while using computer.		
GENERAL:		
Workstation and equipment have sufficient adjustability so you are in a safe working posture.		
Computer workstation, components and accessories are maintained in serviceable condition.		
Desktop equipment (calculator and telephone) are kept within easy reach without stretching.		
Computer tasks are organized to vary tasks with other work activities (take micro-breaks).		
Coach: _____ x _____ Employee: _____ x _____	Email: _____	
	Date: _____	
RETURN THIS FORM TO: Corinne Da Cunha, Human Resources, ADM 252	Adopted from materials provided by OSHA	

ESP Healthy Computing Recommendations

Please discuss these with your supervisor. If you have any questions, please call Teri Liming at x81683.

Work-style recommendations:

Ergonomic Recommendations:

Other:

The Ergonomic Safety Program is not responsible for the purchase of new equipment or furniture for employees. Any recommendation(s) by the coach for a new or different piece of equipment or furniture, should be considered strictly as a recommendation only. The purchase of any new items will be made by the department in which the assessed employee works. It is hoped that the supervisor and the employee will discuss the need for and value of any recommendations. There may be low-cost or no-cost solutions. Members of the Ergonomic Safety Program will be happy to discuss solutions with the department. If you have any questions, please call Teri Liming at x81683.