

Employee _____

Manager _____

Evaluation by _____

Date of Evaluation _____



Chairs Areas to Consider Workstation Assessment Criteria



Upright sitting

- Seat height should be adjustable so that when employee is seated:
 - Seat base remains neutral, thighs not compressed by edge of seat (min 2cm between seat & back of knees) Yes No
 - Seat pan adjustable forward and backward

- Thighs parallel to the ground, 90° at hips, knees & ankles with feet on floor or footrest Yes No



Declined sitting

- Sufficient clearance between the legs & desk Yes No

- Arm rest adjustable to be level with desktop Yes No

- Back rest adjusted:
 - For height so that small of back is supported Yes No
 - For angle to allow user to sit upright



Reclined sitting

- *Declined sitting*, your thighs are inclined with the buttocks higher than the knee and the angle between the thighs and the torso is greater than 90 degrees Yes No
- Your torso is vertical or slightly reclined and the legs are vertical Yes No

- *Reclined sitting*, your torso and neck are straight and recline between 105 and 120 degrees from the thighs Yes No

Equipment



- Keyboard**
 - Positioned in front of you within easy reach to maintain elbow 90° Yes No
 - Wrists should remain neutral with tilt of keyboard adjusted flat so forearm/wrist/hand are in a straight line Yes No
 - Consider palm rests for both keyboard and pointer Yes No



- Pointer/ Mouse**
 - Positioned adjacent to keyboard within easy reach while maintaining elbow at side Yes No
 - Operated by movement from the shoulder, not the hand & wrist Yes No
 - Consider alternating between hands Yes No



- Monitor**
 - Positioned directly in front of you and approximately arm's length (may vary for glasses) Yes No
 - Position height so top of screen is at or below eye level Yes No
 - When dual monitors are used they should meet centrally & angle towards each other Yes No
 - Align perpendicular to window or use blinds to limit glare Yes No

- Document Holder**
 - Should be used when having to review paper documents Yes No
 - Either beside the monitor at equal height or between the keyboard & monitor Yes No

- Telephone**
 - Headsets should be in place for frequent use to avoid cradling Yes No

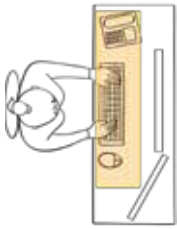
Ergonomic Checklist (continued)

Sit/Stand Work Stations



- When working the shoulders should remain relaxed & neutral; elbows approx. 90° and wrists are neutral while using keyboard and pointer (same setup criteria as sitting workstation) Yes No
- Standing desk allows for upright erect posture (not slouched or neck bent) Yes No
- Monitors height at eye level, arms length and positioned directly in front (same monitor setup criteria as sitting workstation) Yes No
- Standing intervals alternate with sitting and limited to a few hours total per day Yes No

Desk



- When working the shoulders should remain relaxed & neutral; elbows approx. 90° (where desk is adjustable lower or raise to achieve posture, otherwise consider raising the chair & adding a footrest) Yes No
- Frequently used items (pens, phone etc.) within easy reach without the need to twist or stretch while seated Yes No
- Minimize clutter:
 - Desktop - sufficient space for documents, work & writing on work surface Yes No
 - Underneath - desk should be clear of obstructions to permit knee/foot clearance; cords & cables secured out of the way

Laptops

Areas to Consider

Workstation Assessment Criteria



- Position of external keyboard & pointer consistent with checklist guidelines Yes No
- Position of laptop riser or external monitor to enable correct screen height Yes No

Movement



- Remind staff to complete pause exercises with practical demonstration if required Yes No
- Postural breaks every 45-60 minutes Yes No
- Promote early reporting of any discomfort or equipment issues Yes No

Comments

Contact QBE ErgoSolve via ErgoSolve@us.qbe.com or 1.888.560.2635 if you have any questions or concerns.