Office Ergonomic Assessor Work Sheet

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Status: ☐ Claim ☐ Non Claim

Instructions: Use this worksheet to document the workstation measurements, adjustments, and recommendations made to the workstation being assessed. A workstation measurement guideline is located on the reverse side of this form.

Date:	Agency:	Assessor: Phone:	Employee Name:

Workstation Type

☐ Systems (ie. Panel hung) ☐ Freestanding Adjustable ☐ Non-Adjustable (ie. Wood or Metal desks)

Needs Assessment (Step 1)

(Use this section to determine how the employee splits up their day make sure you cover 100% of the day)

% of Computer:	% of Phone:	% of Copying, Collating & Stapling:	% of Paperwork; Forms completed by hand:

% of Reading of hard copy:	% of Typewriter:	% of 10-key or Calculator:	% of Other:

Measurements (Steps 3 - 7)

Measurements are taken in inches, round to the nearest 1/2 inch. A guideline for measurements is located on the reverse side of this sheet.

Knee to Floor: (Step 3)	Popliteal: (Step 4)	Elbow to Floor: (Step 5)	Seatpan Width: (Step 6)	Lumbar Height: (Step 7)

WORKSTATION ADJUSTMENTS

Workstation Component	Adjustment Needed	Adjustment Made/Comments
Chair (Step 3, 4, 6, 7)	☐ Yes ☐ No _____ _____ current adjustment	
Desk Height (Step 5)	☐ Yes ☐ No _____ _____ current adjustment	
Keyboard (Step 5)	☐ Yes ☐ No _____ _____ current adjustment	
Mouse (Step 5)	☐ Yes ☐ No _____ _____ current adjustment	
Monitor (Step 8)	☐ Yes ☐ No _____ _____ current adjustment	
Phone/Headset (Step 8)	☐ Yes ☐ No _____ _____ current adjustment	
Peripherals (IE: Copyholder, shelves, task lighting - Step 8)	☐ Yes ☐ No _____ _____ current adjustment	

Additional Comments
(lighting, housekeeping, additional issues/needs, etc)

Follow Up Needed? ☐ Yes ☐ No **Date of Follow Up:** _____

Additional Follow Up Needed? ☐ Yes ☐ No **Date of Follow Up:**

Office Ergonomic Assessor's Work Station Measurement Guideline

Instructions: This sheet is designed to be used as a guideline to walk you, the assessor, through a workstation assessment and chair measurement process. Write your measurement results and comments on the front of this sheet. You will also fill out the small SAIF "Ergonomic Work Stations" card for the employee to keep. It's recommended to keep a copy of your assessments. **(Your Agency may require you to fill out an "Agency" specific ergonomic worksheet.)**

Assessment Preparation: Before conducting the actual assessment, introduce yourself, explain why you are doing the assessment, how the assessment information is used, and why it is important. You will need a tape measure. While taking the various measurements, you may need to touch them. If the employee is not comfortable with touching, then do your best to take the measurements without touching them.

STEP	DESCRIPTION	EXPLANATION	EXAMPLE
1	You will need to gather information about the job that the worker is performing. Review the items listed under "Needs Assessment" on the reverse side of this sheet.	A "Needs Assessment" helps focus the assessor on the areas of the employee's job where the majority of time is spent. Ask the employee about the percentage (%) of time spent in each area.	
2	Have the worker sit at their workstation and visually show you their working posture. After visually assessing the workstation, ask the employee questions necessary to understand their work load, frequent movements, commonly used tools, etc. This information will help to determine what recommendations are made.	This is the starting point of the ergonomic assessment. As the assessor you will need to look at how the entire workstation is configured. Pay attention to the worker's posture and begin to think about changes that need to occur.	
3	The first measurement that should be taken is the "knee to floor" measurement, used to determine seat height and cylinder size. To take this measurement, have the employee stand up and point their finger at the top of their knee cap. Measure from the top of the knee cap to the floor. Note: Be sure to ask if the employee is wearing their "normal" shoes. If their normal shoes are flat, and high heels are being worn for example, your measurement will not be accurate.	The knee to floor measurement is used to determine seat height and cylinder size. Keep in mind that the cylinders also have weight restrictions. The small/standard cylinder can accommodate weight up to 250 lbs. The big and tall cylinder can accommodate weight from 250 lbs up to 500 lbs.	
4	The second chair measurement is the "popliteal" measurement, used to determine seat depth (the distance from the front of the chair to the back). This measurement is taken with the employee sitting in their chair. Have the employee sit forward, away from the back of the chair and have them either place a pad of paper or a clipboard against their buttock. Take the measurement from their buttock to the back of their knee.	This measurement is used to determine the seat depth needed to fit the employee.	
5	The third chair measurement is the "elbow to floor", which is used to determine keyboard and desk height. To take this measurement, the seat height MUST be adjusted to the correct height first (see step #3). Once you have adjusted the chair to the proper seat height, have the employee sit in their chair. Have their elbow bent at a 90 degree angle (see picture). Measure from their elbow to the floor.	This measurement is used to determine the proper keyboard and desk height. Once the measurement has been taken, subtract 1-2 inches to account for the keyboard tray. Change as necessary to obtain the neutral wrist posture. Work towards a flat or negative slope on the keyboard tray.	
6	The next measurement, seat pan width, is used to determine how wide the seat should be. To take this measurement, have the employee sit at their chair with their elbows bent at 90 degrees, with palms facing down. Measure from smallest finger of the left hand to smallest finger of the right hand.	This measurement is used to determine how wide the seat must be to fit the employee.	
7	The lumbar height, is used to determine how high the seat back should be. To take this measurement, have the employee sit forward in their chair. Have the employee place the back of their hand in the curve of their back. Measure from the middle finger down to the top of the seat pan. This is the distance that the lumbar support of the chair must adjust to in order to support the employee's lumbar curve.	The back of the chair has a lumbar curve built into it this curve must match with the natural curve of the lower back of the employee.	
8	Finally check all the peripherals - phone, monitor, shelves, foot rests, floor mats, etc. Ensure that, if being used, that they are properly set-up. Finally, look at the lighting in the room, is it appropriate?	The peripherals that are used in the work station can cause many issues for the worker.