

COMPUTER ERGONOMIC REVIEW TOOL

This tool was designed to provide step-by-step practical guidance to perform simple ergonomic workstation evaluations for computer users. Please use this form to determine how computer users interact with their workstations. Log answers and actions taken to improve employee comfort.

Person evaluated:

Date of evaluation:

Name of evaluator:

E-mail/phone # of evaluator:

Eyes

Evaluation Points	Possible Solutions	Actions Taken/Date
Is monitor an arm's distance away from user? Yes No	Position monitor 20 to 30 inches away from user.	
Is top of monitor screen at or slightly below eye level? Yes No	Position top of monitor no higher than eye level. <i>Bifocal wearers may need to lower monitor to desktop.</i>	
Is there a glare on the screen? Yes No	Reduce glare by re-positioning monitor parallel to windows, decreasing overhead lighting, using window shades, tilting screen to a flat position, or using an anti-glare filter.	
Is the screen clean? Yes No	Remove dust and smudges from screen.	

Product recommendations: Link to Office Solutions at <http://www.officesol.com> for monitor risers, glare screens, screen cleaners.

Head, Neck & Shoulders

Evaluation Points	Possible Solutions	Actions Taken/Date
Are ears positioned over shoulders when looking at monitor (not bent up or down)? Yes No	Position top of monitor no higher than eye level. <i>Bifocal wearers may need to lower monitor to desktop.</i>	
Is user aligned in front of monitor and keyboard? Yes No	Align monitor and keyboard directly in front of user.	

Are input documents positioned to minimize head movement? Yes No	Use a document holder that is aligned under monitor or is next to and near the same level as monitor.	
Are frequently used work tools within easy reach of user? Yes No	Move frequently used items (phone, calculator, etc.) within easy reach to avoid over-reaching strains.	
Are tasks and postures shifted throughout the workday? Yes No	Alternate tasks and postures as a part of daily work plans. Give hands periodic rest breaks when keyboarding or mousing.	
Are head and neck aligned when using the phone? Yes No	Hold receiver upright when using the phone, use speakerphone, or telephone headset. <i>Determine the need for a telephone headset by user's average call frequency, duration, or whether multiple tasks are being performed while using the phone.</i>	

Product recommendations: Contact Office Solutions for telephone headsets or document holders at <http://www.officesol.com>.

Arms, Elbows, Wrists & Hands

Evaluation Points	Possible Solutions	Actions Taken/Date
Are shoulders relaxed and elbows approximately angled from 90° to 110° (not stretched forward or bent upward)? Yes No	Install an articulating (height & depth adjustable) keyboard/mouse tray or adjust chair height (if keyboard is on desktop) in order to achieve appropriate angles.	
Is mouse/input device at same level and close to keyboard? Yes No	Align mouse/input device on same level and as close as possible to minimize arm extension.	
Are wrists straight while keyboarding or mousing (not angled or drooping)? Yes No	Flatten keyboard tray angle. If helpful to guide wrists to a flat posture, use a gel-filled wrist/mouse support. Use good typing/mousing technique — float over the keys and use wrist support only during keying breaks. Do not deviate wrists side to side.	

Does mouse/input device fit user's hand? Yes No	Try out different sized/shaped devices.	
Does mouse respond easily when in use? Yes No	Clean ball of mouse. Use a different type of mousing surface.	
Is right hand tired from overuse? Yes No	Train left hand to use input devices.	
Are hard, sharp, or cold edges contacting arms, wrists, or elbows? Yes No	Cushion surfaces. Use wrist/mouse supports to prevent contact with body parts.	

Product Recommendations: Link to Office Solutions for articulating keyboard trays or mouse at <http://www.officesol.com>.

Back, Legs, & Feet

Evaluation Points	Possible Solutions	Actions Taken/Date
Is curve of the lower back supported in chair? Yes No	Adjust or add lumbar support to chair to fit the lower curve of the back.	
Do feet rest firmly on floor or footrest? Yes No	Provide a footrest.	
Are hips and knees at comfortable angles when seated back in chair? Yes No	Adjust chair height, back tension, or tilt in order to achieve comfort in hips and knees. Sit back in chair to provide full support. Minimize sitting on chair edge.	
Is there a fist distance of space between front of chair and back of knees when seated back fully? Yes No	Adjust seat pan depth if able. If seat pan is too deep, add a lumbar cushion to the back. If seat pan is too shallow, get a chair with a deeper seat.	
Does user perch toward front of chair? Yes No	Provide a footrest. Raising feet will force users back into the chair backrest.	
Is seat pan adequately cushioned? Yes No	Add additional seat cushion or purchase new chair if able.	

Is there adequate leg clearance under desk to stretch legs while seated? Yes No	Remove clutter from under desk.	
Do thighs come in close contact with underside of desk or keyboard tray? Yes No	Remove obstructions that contact thighs, raise desk, or lower chair if able.	
Does user have a hard time moving chair around the workstation? Yes No	Use a chair mat on carpeted floors to allow smooth movement and minimize force. Replace damaged chair casters.	

Product Recommendations: Link to Office Solutions for chairs, footrests, and lumbar supports at <http://www.officesol.com>

EH&S recommends early reporting of work-related injuries to reduce severity of condition(s). If the discomfort that employee is experiencing is work-related, please call the Workers' Compensation Office at 949-824-7008.