

Workstation Setup Evaluation Form

Head

	Yes	No	N/A
Is the employee's head directly over the shoulders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee's head face straight ahead?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee have to look down to see his or her work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the employee is reading or writing, is his or her work tilted up to prevent the head from tipping forward?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the employee is performing data entry, is the document directly in front of him or her?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Neck

Does the employee cradle a telephone on his or her shoulder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the employee's head tipped forward?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the monitor at a height that keeps the employee's neck in a neutral position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee use bifocals or trifocals and tip his or her head back to focus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shoulders

Are the employee's shoulders relaxed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the employee's upper arms next to the body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee have to reach for materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee have to reach to operate equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the work surface at the correct height for the employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back

Does the chair provide good support to the employee's low back?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the chair adjustable and is it adjusted to support the employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee have to stand at a low work surface, which causes him or her to bend forward?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee have to move heavy materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Arms and Wrists

Are the employee's forearms and wrists in a neutral position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the keyboard at the correct height and angle for the employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the employee's arms supported by either a wrist rest or by the arms of the chair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the arm supported when using a mouse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Legs and Feet

Are the employee's feet flat on the floor or on a footrest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there clearance under the work surface for the employee's legs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the chair put pressure on the back of the employee's lower leg?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Eyes

- Is the monitor at a comfortable viewing distance of 18 to 30 inches?
- Are the brightness and contrast controls set for comfortable viewing?
- Is the screen clean?
- Is the employee's eyeglass prescription up to date?
- Is there reflected glare on the screen or on surrounding flat surfaces?
- Is there direct glare from windows or bright light fixtures?
- Are ventilation ducts directed at the employee, which may result in dry eyes?
- If the employee uses a copyholder, is it placed next to the monitor and at the same distance away as the screen?

Work Methods

- Does this employee vary tasks throughout the day?
- Does the employee do some work standing as well as sitting?
- Is there an opportunity to rotate tasks with other employees to use different muscle groups?
- Does the employee take periodic breaks throughout the day to stretch?
- Does the employee know how to adjust the workstation to fit his or her body?
- Is the workstation adjusted properly?

Department: _____

Employee

Evaluator

Date

Comments: