UNIVERSITY OF WYOMING

WORKSTATION ERGONOMIC ASSESSMENT FORM

Building:	Location:	Number of personnel using workstation:
Assessor:	Task Rotation? ☐ Yes ☐ No	Date:

Work Activities (Average Time)	Hours/Day	Hours/Week	Comments
1. Hours sitting:			
2. Hours standing:			
3. Hours walking:			
4. Hours at computer workstation:			

Work Surfaces	Yes	No	N/A
1. Do work surfaces reflect glare?	☐	☐	☐
2. Is there adequate space for tasks and equipment?	☐	☐	☐
3. Does the workstation height fit the tasks (writing, reading, precise work – 5 cm above elbow)?	☐	☐	☐
4. Is workstation height appropriate for typing/keyboarding (elbow height with arms dangling at sides)?	☐	☐	☐
5. Are heavier work tasks just below elbow height?	☐	☐	☐
6. Can the employee move easily to complete work tasks without awkward postures or positioning?	☐	☐	☐
7. Is there appropriate leg room under the work surface for knees (> 46 cm) and feet (> 61 cm)?	☐	☐	☐

Keyboard and Mouse	Yes	No	N/A
8. When typing/keyboarding, are wrists in the neutral position (straight on home row and keyboard centered in front of user)?	☐	☐	☐
9. Is there a padded wrist rest?	☐	☐	☐
10. Are elbows maintained at 80-90 degrees?	☐	☐	☐
11. Is the mouse beside the keyboard at the same level as the keyboard?	☐	☐	☐
12. Is the keyboard placed on an adjustable surface (keyboard tray with vertical and horizontal adjustment)?	☐	☐	☐
13. Can the keyboard tray (if applicable) be moved out of the way in order to not interfere with user's legs?	☐	☐	☐

Document Holder	Yes	No	N/A
14. Is the document holder appropriate for the document (size)?	☐	☐	☐
15. Is the document holder located beside the monitor at the same angle as the screen?	☐	☐	☐
16. Does the document holder help prevent unnecessary head movement and eye strain?	☐	☐	☐

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Lighting		Yes	No	N/A
17.	Are lighting levels between 300 lux and 500 lux?	☐	☐	☐
18.	Is there an adjustable task lamp to provide light for the task surface?	☐	☐	☐
19.	Are overhead lights positioned such that they do not create shadows on the workstation?	☐	☐	☐
20.	Do the overhead lights have diffusers or parabolic louver filters to help reduce glare?	☐	☐	☐
21.	Is the workstation oriented at 90 degrees from window?	☐	☐	☐
22.	Are there curtains/blinds to reduce glare from windows?	☐	☐	☐
23.	Is the workstation located between rows of overhead lights?	☐	☐	☐

Monitor		Yes	No	N/A
24.	Does the monitor have an anti-glare screen installed?	☐	☐	☐
25.	Is the monitor located in front of the user with top of screen level with user's eyes?	☐	☐	☐
26.	Is the monitor tilted slightly upwards (10-20 degrees, lower if user is wearing bifocals)?	☐	☐	☐
27.	Are the user's eyes located approximately an arms distance away from the monitor?	☐	☐	☐

Chair		Yes	No	N/A
28.	Is the chair adjustable to suit the work tasks?	☐	☐	☐
29.	Does the chair provide the user with lumbar support?	☐	☐	☐
30.	Does the chair have five support legs?	☐	☐	☐
31.	Does the chair have the appropriate casters for the rolling surface (hard surface or carpet)?	☐	☐	☐
32.	Are the employee's feet flat on the floor when sitting in chair?	☐	☐	☐
33.	Does the chair have adjustable armrests?	☐	☐	☐
34.	When sitting in chair, are the employee's thighs parallel to the floor?	☐	☐	☐
35.	When sitting in chair, are the employee's knees at an approximate 90 degree angle?	☐	☐	☐
36.	When sitting in chair, is there space for a fist between the knees and the chair seat pan?	☐	☐	☐
37.	Does the employee have knowledge as to how to adjust the chair?	☐	☐	☐

Frequency of Use		Low	Med	High
38.	Stapler	☐	☐	☐
39.	Tissue box	☐	☐	☐
40.	Tape dispenser	☐	☐	☐
41.	Pens/Pencils/Etc.	☐	☐	☐
42.	Phone	☐	☐	☐
43.	Printer/Copier	☐	☐	☐
44.	Calculator	☐	☐	☐

Comments: