

UNIVERSITY OF SAN DIEGO

Office of Environmental Health & Safety

Ergonomics Work Station Evaluation Form

Call Leilei Thein at ext. 2226 for evaluation.

Employee:			Evaluator/Date:
Department:			Location:
Equipment	YES	NO	Remarks
CHAIR			
Height adjustable.			
Support lower back.			
Feet rest flat on floor or footrest.			
WORK SURFACE/KEYBOARD			
Keyboard and other input devices are approximately elbow level.			
Shoulders relaxed at sides rather than stretched out in front.			
Is there adequate space beneath the work surface for the employee's legs?			
Are the front edge of the keyboard, other input devices and/or their support surface rounded and/or padded.			
Are there adequate space and comfortable support for the employee's knees and hips to be bent at approx. 90 degrees with arms at their sides and wrists straight at keyboard?			
MONITOR			
Viewing distance to computer monitor somewhere between 16" and 24".			
Top of computer screen at or just below eye level.			
Computer monitor protected from excess glare.			
WORKSTATION ACCESSORY			
Are input devices (mouse, trackball) at same level at keyboard?			
Is work surface sufficient size to accommodate all components?			

Recommendations: