

**GEORGIA INSTITUTE OF TECHNOLOGY**  
**ENVIRONMENTAL HEALTH AND SAFETY**  
**ERGONOMIC ASSESSMENT TOOL**

This tool was designed to provide guidance to perform ergonomic workstation evaluations for computer users. This form will determine how computer users interact with their workstations.

**Person/Workstation Evaluated:** \_\_\_\_\_ **Date of evaluation:** \_\_\_\_\_

**Location/Address:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Contact #:** \_\_\_\_\_ **Supervisor/Manager:** \_\_\_\_\_

**Name of Evaluator:** \_\_\_\_\_

**Eyes**

Evaluation Points	Recommendations
Is monitor an arm's distance away from user?  Yes No	Positions monitor 16 to 26 inches away from user.  <b>Recommendation/Action:</b>
Is top of monitor screen at or slightly below eye level?  Yes No	Position top of monitor no higher than eye level. Bifocal wearers may need to lower monitor to desktop.  <b>Recommendation/Action:</b>
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.  <b>Recommendation/Action:</b>
Is the screen clean?  Yes No	Remove dust and smudges from screen.  <b>Recommendation/Action:</b>

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**Head, Neck & Shoulders**

Evaluation Points	Recommendations
<p>Are input documents positioned to minimize head movement?</p> <p>Yes No</p>	<p>Use a document holder that is aligned under monitor or is next to and near the same level as monitor.</p> <p><b>Recommendation/Action:</b></p>
<p>Are frequently used work tools within easy reach of user?</p> <p>Yes No</p>	<p>Move frequently used items (phone, calculator, etc.) within easy reach to avoid over-reaching strains.</p> <p><b>Recommendation/Action:</b></p>
<p>Are tasks and postures shifted throughout the workday?</p> <p>Yes No</p>	<p>Alternate tasks and postures as a part of daily work plans. Give hands periodic rest breaks when keyboarding or when using the mouse.</p> <p><b>Recommendation/Action:</b></p>
<p>Are head and neck aligned when using the phone?</p> <p>Yes No</p>	<p>Hold receiver upright when using the phone, use speakerphone, or telephone headset. 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.</p> <p><b>Recommendation/Action:</b></p>
<p>Are ears positioned over shoulders when looking at monitor (not bent up or down)?</p> <p>Yes No</p>	<p>Position top of monitor no higher than eye level. Bifocal wearers may need to lower monitor to desktop.</p> <p><b>Recommendation/Action:</b></p>
<p>Is user aligned in front of monitor and keyboard?</p> <p>Yes No</p>	<p>Align monitor and keyboard directly in front of user.</p> <p><b>Recommendation/Action:</b></p>

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**Arms, Elbows, Wrists & Hands**

Evaluation Points	Recommendations
<p>Are shoulders relaxed and elbows approximately angled from 90° to 110° (not stretched forward or bent upward)?</p> <p>Yes No</p>	<p>Install an articulating (height &amp; depth adjustable) keyboard/mouse tray or adjust chair height (if keyboard is on desktop) in order to achieve appropriate angles.</p> <p><b>Recommendation/Action:</b></p>
<p>Is mouse/input device at same level and close to keyboard?</p> <p>Yes No</p>	<p>Align mouse/input device on same level and as close as possible to minimize arm extension.</p> <p><b>Recommendation/Action:</b></p>
<p>Are wrists straight while keyboarding or mousing (not angled or drooping)?</p> <p>Yes No</p>	<p>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.</p> <p><b>Recommendation/Action:</b></p>
<p>Does mouse/input device fit user's hand?</p> <p>Yes No</p>	<p>Try out different sized/shaped devices.</p> <p><b>Recommendation/Action:</b></p>
<p>Does mouse respond easily when in use?</p> <p>Yes No</p>	<p>Clean ball of mouse. Use a different type of mousing surface.</p> <p><b>Recommendation/Action:</b></p>
<p>Is right hand tired from overuse?</p> <p>Yes No</p>	<p>Train left hand to use input devices.</p> <p><b>Recommendation/Action:</b></p>
<p>Are hard, sharp, or cold edges contacting arms, wrists, or elbows?</p> <p>Yes No</p>	<p>Cushion surfaces. Use wrist/mouse supports to prevent contact with body parts.</p> <p><b>Recommendation/Action:</b></p>

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**Back, Legs, & Feet**

Evaluation Points	Recommendations
<p>Is curve of the lower back supported in chair?</p> <p>Yes No</p>	<p>Adjust or add lumbar support to chair to fit the lower curve of the back.</p> <p><b>Recommendation/Action:</b></p>
<p>Do feet rest firmly on floor or footrest?</p> <p>Yes No</p>	<p>Provide a footrest.</p> <p><b>Recommendation/Action:</b></p>
<p>Are hips and knees at comfortable angles when seated back in chair?</p> <p>Yes No</p>	<p>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.</p> <p><b>Recommendation/Action:</b></p>
<p>Is there a fist distance of space between front of chair and back of knees when seated back fully?</p> <p>Yes No</p>	<p>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.</p> <p><b>Recommendation/Action:</b></p>
<p>Does user perch toward front of chair?</p> <p>Yes No</p>	<p>Provide a footrest. Raising feet will force user's back into the chair backrest.</p> <p><b>Recommendation/Action:</b></p>
<p>Is seat pan adequately cushioned?</p> <p>Yes No</p>	<p>Add additional seat cushion or purchase new chair if able.</p> <p><b>Recommendation/Action:</b></p>
<p>Is there adequate leg clearance under desk to stretch legs while seated?</p> <p>Yes No</p>	<p>Remove clutter from under desk.</p> <p><b>Recommendation/Action:</b></p>

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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.  <b>Recommendation/Action:</b>
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.  <b>Recommendation/Action:</b>

COMMENTS: \_\_\_\_\_  
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