

ERGONOMIC WORKSTATION ANALYSIS

EWA-8-02

For questions regarding this form, please call Joey Pons at 482-5357 or email at safetyman@louisiana.edu

Analysis performed by: _____

Analysis Date: _____

FINDINGS

YES NO N/A

I. Chairs

- a. Is the chair in safe working condition?
- b. Is the seat height adjustable?
- c. Is the seat height at an optimal height?
- d. Is the back support of the chair adjustable?
- e. Is the back support of the chair in an optimal position?
- f. Is the additional back support needed?
- g. Is the chair mobile?
- h. Does the floor allow the chair to roll freely?
- i. Is a foot rest in use?
- j. Is a foot rest needed?
- k. Is the foot rest used correctly (hips/thighs 90-120°, knees 60-90°)?
- l. Is the chair designed to swivel?
- m. Is the chair equipped with adjustable arm supports?
- n. Are adjustable arm supports needed?

II. Keyboards/Calculators/Mouse:

- a. Is the keyboard/calculator/mouse at an optimal height?
- b. Is a palm rest necessary?
- c. Is there a palm rest in use?
- d. Is the palm rest at an optimal height?
- e. Are the employee's arms at a right angle to the body when using the keyboard/calculator (Max 130°)?
- f. Is the keyboard/calculator ergonomically designed?
- g. Is an ergonomically designed keyboard/mouse necessary for this job task?
- h. Is an ergonomically designed keyboard/mouse being used?
- i. Is the keyboard resting flat on the desktop?
- j. Is the keyboard/calculator an optimal distance from the employee's body while in use?
- k. Is the mouse suitable for the job task?

--	--	--

III. Monitors:

- a. Does the employee wear prescription glasses to perform the job task?
- b. Is the monitor at an optimal height (head tilt Max 30°)?
- c. Is there excessive lighting?
- d. Is a glare reducing screen in use?
- e. Is a glare reducing screen necessary?
- f. Is there 18" of distance between the employee's face and the monitor?
- g. Is the monitor positioned in a manner to prevent lateral head rotation (Max 20°)?
- h. Is there a need for an adjustable document holder?
- i. Is an adjustable document holder currently in use?
- k. Is the monitor designed to swivel?

FINDINGS

YES NO N/A

--	--	--

IV. Desks/Workstations:

- a. Is the desk/workstation at an optimal height?
- b. Are all desks/workstations at the same height?
- c. Are the desk/workstation heights adjustable?
- d. Do the desks/workstations allow the employee optimal distance to the equipment or work?

--	--	--

V. File Cabinets:

- a. Are all file cabinets accessible from the employee's primary direction of work?
- b. Are all file cabinets arranged for optimal use?
- c. Are file drawers within the optimal elevation range?
- d. Are elevation aides needed to access file drawers?
- e. Are elevation aides used to access file drawers?

VI. Telephones:

- a. Is the existing telephone design of ergonomic concern?
- b. Does the existing telephone restrict work activities?
- c. Are ergonomically designed telephone aides in use?

