

How Do You feel?

Body pain chart

Directions:

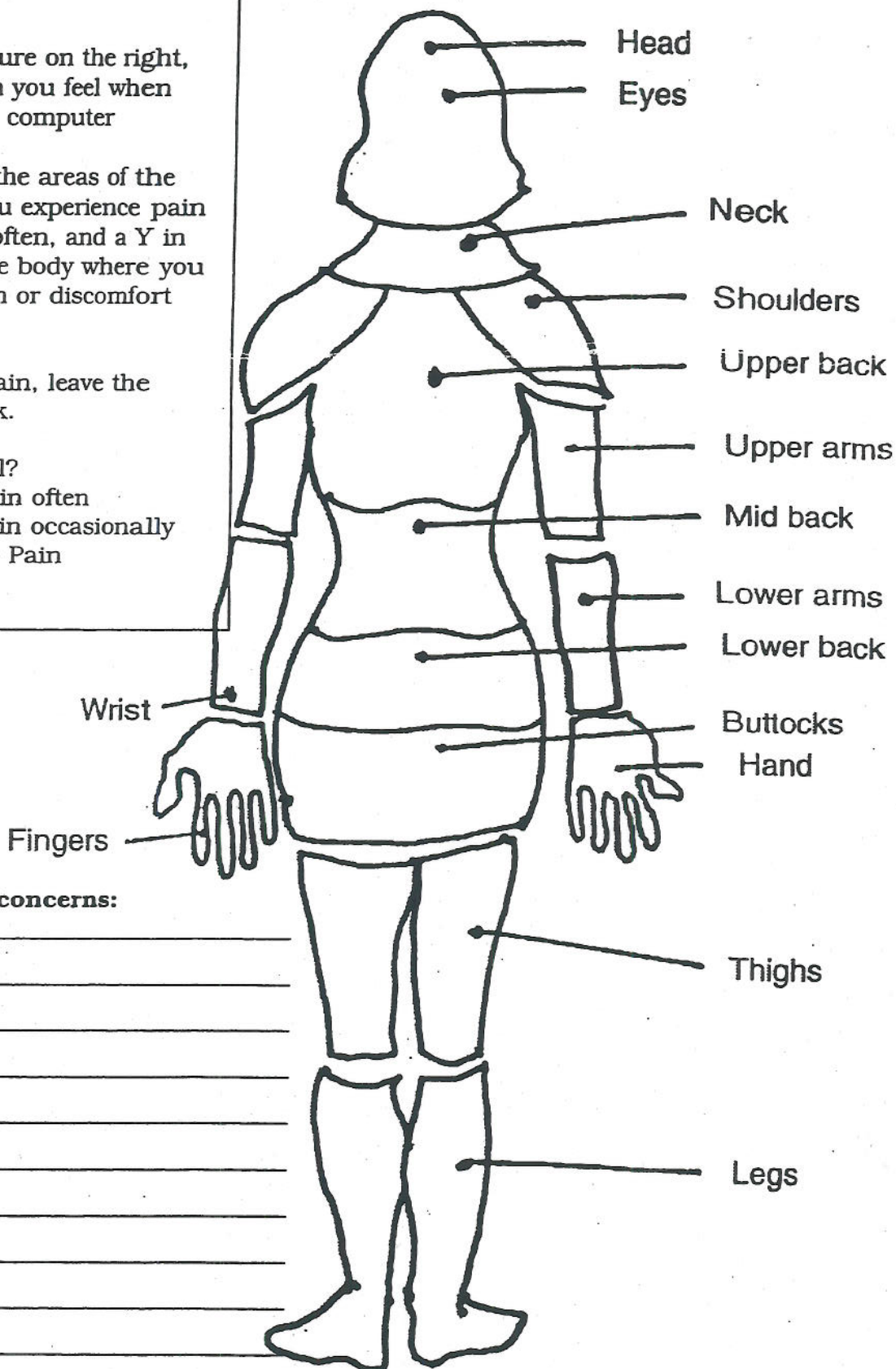
Using the picture on the right, mark any pain you feel when you work on a computer terminal.

Place an X in the areas of the body where you experience pain or discomfort often, and a Y in the areas of the body where you experience pain or discomfort occasionally.

If there is no pain, leave the body part blank.

How do you feel?

- X = Pain often
- Y = Pain occasionally
- Blank = No Pain



Additional health concerns:



Chair Evaluation Checklist



U
D
I
T
/
O
F
F
I
C
E

E
R
G
O
N
O
M
I
C
S

Name: _____ Hours of daily use: _____

Job Title: _____ Department: _____

- | Yes | No | Features and Adjustments |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is chair height adjustable? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is it easily adjustable? |
| <input type="checkbox"/> | <input type="checkbox"/> | Can it be adjusted from a seated position? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is backrest height adjustable? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is it easily adjustable? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does backrest cover the whole back? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does backrest cover only a portion of the back? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is backrest padded with absorbent fabric? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the backrest provide firm, comfortable support? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is backrest angle adjustable? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is it easily adjustable? |
| <input type="checkbox"/> | <input type="checkbox"/> | Can it be adjusted from a seated position? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does seat pan have a well-rounded front? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is seat pan too long? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is seat pan too short? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does seat pan have depth adjustment? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does seat pan have forward and back tilt adjustment? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the seat surface padded with absorbent fabric? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the chair have armrests? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are they well padded? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are they adjustable for width? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are they adjustable for height? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are they removable? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do they prevent the operator from getting as close as she would like to? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the chair have five legs? |

Additional comments: (use separate sheet if needed)



Workstation Evaluation Checklist



Name: _____ Hours of daily use: _____

Job Title: _____ Department: _____

Computer Monitor

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is distance from screen to operator's eyes adjustable? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is screen image clear and stable? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does screen have brightness controls? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does screen have contrast controls? |
| <input type="checkbox"/> | <input type="checkbox"/> | If so, are these controls conveniently located and easy to use? |
| <input type="checkbox"/> | <input type="checkbox"/> | Can screen be adjusted vertically? |
| <input type="checkbox"/> | <input type="checkbox"/> | Can screen be adjusted horizontally? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is screen positioned correctly to avoid direct and reflected glare? |

Workspace Equipment

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Does workstation have an adjustable keyboard and mouse tray? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are computer keyboard and mouse tray adjustable for height? |
| <input type="checkbox"/> | <input type="checkbox"/> | If so, are they easy to adjust? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are computer keyboard and mouse tray adjustable for tilt? |
| <input type="checkbox"/> | <input type="checkbox"/> | If so, are they easy to adjust? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are computer keyboard and mouse tray adjustable for depth? |
| <input type="checkbox"/> | <input type="checkbox"/> | If so, are they easy to adjust? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there adequate desk space to allow for different tasks? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there adequate space under the table for the lower extremities? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are two document holders provided for use of hard copy? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are document holders adjustable in height? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are document holders adjustable in distance? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are document holders adjustable in angle? |
| <input type="checkbox"/> | <input type="checkbox"/> | If so, are the adjustments easy to make? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a telephone headset available? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there an adjustable work surface for writing and reading? |
| <input type="checkbox"/> | <input type="checkbox"/> | If so, is it easy to adjust? |

Yes No

- Is task lighting provided if needed?
- If so, is it properly shielded to prevent reflected glare?
- Is a footrest provided if needed?
- If so, is it at least 22 inches wide?
- Does it have a non-skid surface?
- Is it adjustable for angle?
- Is there an alternative keyboard available?
- If so, is it easy to use?
- Are there alternative pointing devices available?
- If so, are they easy to use?

Yes No

Work Environment - Lighting

- Are screens clean, free from dust, smudges and dirt?
- Are screens free from direct glare?
- Are screens free from reflected glare?
- Is direct glare coming from windows?
- Are there drapes, shades or blinds to regulate amount of light?
- Is direct glare coming from lighting bays or bulbs?
- Are light sources immediately over the monitor?
- Can screens be placed between bays or bulbs, not underneath them?
- Can recessing lighting fixtures be used?
- Can light focussing diffusers be used?
- Can indirect "up-lighting" be used?
- Can screen hoods be used to block excess overhead lighting?
- Are glare screens used?
- If so, are characters clearly visible?
- Are walls painted in earth tones: dark green or brown?
- Are floors painted in earth tones: dark green or brown?
- Are ceilings painted in earth tones: dark green or brown?
- Are walls, floors and ceilings coated with non-glossy finishes?

Yes No

Work Environment - Noise

- Is the work environment noisy?
- Are there noisy machines in the office?
- Is there too much reverberation (sound reflection) off hard surfaces?

Yes No

Work Organization

- Is there mandatory overtime?
- Is there too much pressure at work?
- Is the job diversified?

Yes No

- Is there opportunity for decision-making?
- Are computer operators employed in jobs that are monitored?
- Are there routine rest and recovery pauses?
- Is there opportunity for flexible work scheduling?
- Are your supervisors supportive?
- Is your work pace too fast?
- Do you work in social isolation?

Recommendations for Improvement: (use separate sheet if needed)

1. List at least three improvements that should be made to the workstation (engineering controls):

2. List at least three improvements that should be made to the work organization (administrative/workpractice controls):
