

UCLA Health Ambulatory Safety Workstation Ergonomic Self-Evaluation Form

(This form may be used as a self-evaluation tool or to help evaluate a fellow employee after completing the [BruinEgo Online Training](#))

Employee Name: _____ Job Title: _____ UCLA ID#: _____

Experiencing Current Discomfort: ☐ YES ☐ NO Has Employee seen Occupational Health (OHF): ☐ YES ☐ NO

Place an 'X' in the applicable box: Acceptable Needs Improvement Employee's dominant hand: ☐ RIGHT HAND ☐ LEFT HAND

<u>Chair</u>			<u>Recommended Adjustments</u>	<u>Notes/Adjustments Made</u>
Seat height			Adjust seat height so feet are flat on the floor or footrest, knees are bent at right angles (90°) and thighs are horizontal \longleftrightarrow to floor.	
Seat back			Adjust seat back so it supports the lumbar curve of the spine.	
Seat depth			Adjust seat pan depth so seat cushion is about 1" - 4" from the backs of knees.	
Seat pan tilt			Adjust seat pan tilt so hips and tops of thighs are at right angles or greater.	
Armrest position			Adjust armrests so that they are out of the way while typing, but may provide support during other activities (i.e. phone use, meetings, etc.).	
<u>Keyboard and Mouse</u>			<u>Recommended Adjustments</u>	<u>Notes/Adjustments Made</u>
Keyboard height			Adjust keyboard height so arms and forearms are at right angles or slightly greater and fore-arms and hands form straight lines.	
Keyboard to user distance			Keyboard-to-user distance should allow user to relax shoulders with elbows hanging close to body.	
Keyboard slope			Position keyboard at a flat or slightly negatively sloped.	
Mouse height			Adjust mouse so it is close to and on the same level as the keyboard.	
Mouse to user distance			Mouse should be directly next to the keyboard.	
<u>Monitor</u>			<u>Recommended Adjustments</u>	<u>Notes/Adjustments Made</u>
Monitor height			Adjust monitor height so top of screen is at or slightly lower than eye level.	
Monitor to user distance			Viewing distance is approximately arm's distance away (16" - 28").	
Monitor alignment with user			Monitor and keyboard should be placed directly in front of user.	
Visual comfort of screen			Monitor should be positioned to avoid glare (perpendicular to window/ strong light source)	
<u>Work Environment & Work Surface</u>			<u>Recommended Adjustments</u>	<u>Notes/Adjustments Made</u>
Leg clearance at workstation			Width = 2" + hip width, Height= Highest point of thighs or higher, Depth= Allows proper sitting position while giving foot/knee clearance	
Placement of frequently used items			Advise employee to keep frequently used items (i.e. phone) close at hand.	
General/task lighting			Ensure lighting is not direct or overly bright.	
<u>Work Practices</u>			<u>Recommended Practices</u>	<u>Notes/Adjustments Made</u>
Frequency of micro breaks			Get out of chair at least once per hour, micro-break every 30 min of keyboarding. Stretch as needed.	
Keyboarding posture			Keep wrists straight, avoid supporting wrists on any surface while typing	
Sitting posture			Upright or slightly reclined posture, maintain hollow in lower back.	
Phoning posture			Avoid tilting head/neck to cradle the phone. Use hand to hold receiver.	
Alternate tasks			Break up long periods of continuous computer use by performing small tasks/ errands.	

The section below is to be completed and reviewed with the employee, their manager, and evaluator (if not a self-evaluation).

Place an 'X' in the applicable box:

Recommendations		Additional Information
Adjustable ergonomic 'task' chair		
Adjustable keyboard/mouse tray		
Lumbar support cushion		
Monitor riser		
Monitor arm		
Foot rest		
Mouse bridge		
Wrist rest pad		
Anti-glare screen, or screen hood		
Reference document holder		
Slantboard holder for reading		
Telephone headset		
New Mouse		
New Keyboard		
Bruin Ergo ergonomics training (online)		
Ergonomics in the Workplace video		http://hshr.mednet.ucla.edu/s/Trainings/Ergo/publish/main2.asp
Contact Human Resources to report signs or symptoms of injury		
Schedule an appointment with Occupational Health Facilities (OHF)		
Other:		
Other:		

Notes/Comments/Recommendations:

Instructions: Place an 'X' in the boxes for tasks that have been completed.

- ☐ Employee has completed the [Bruin Ergo](#) online training. (Required)
- ☐ Employee has watched the [Ergonomics in the Workplace video](#) (Optional)
- ☐ Employee and manager/designated co-worker have completed this form. (Required)
- ☐ Employee has adjusted the workstation accordingly based on the BruinErgo training modules and this form's recommendations.
- ☐ Employee, evaluator and manager have reviewed this form and discussed recommendations.
- ☐ Manager purchased ergonomic equipment as needed.
(refer to the [UCLA Ergonomic Preferred Product Catalog](#) for recommended ergonomic products)
- ☐ Manager maintains a copy of this form & follow up documentation in the employee's personnel file.

Evaluated By: _____

Evaluation Date: _____

Clinic Manager Name: _____

Clinic Name: _____

Additional Resources:

- [UCLA Ergonomics Website - http://ergonomics.ucla.edu/programs.html](http://ergonomics.ucla.edu/programs.html) **
- For further assistance contact Carolyn Genovese with Ambulatory Safety at: cgenovese@mednet.ucla.edu

****Note: The UCLA Office of Environment, Health & Safety does NOT provide ergonomic evaluations for clinical operations.**