



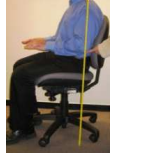





saifcorporation					State Agency Office Ergonomic Assessor Worksheet					Status <input type="checkbox"/> Claim <input type="checkbox"/> Non-Claim					
Instructions: Use this worksheet to document the workstation measurements, adjustments, and recommendations made to the workstation being assessed. A workstation measurement guideline is located on the back of this form.															
Date:		Agency:		Assessor name: Phone:			Employee name: Phone:			Job title:					
Workstation type:				<input type="checkbox"/> Systems (ie: panel hung) <input type="checkbox"/> Non-Adjustable (ie: wood or metal desks) <input type="checkbox"/> Freestanding Height Adjustable <input type="checkbox"/> Standing workstation											
Work assessment				(Use this section to determine how the employee splits up their day. Make sure you cover 100% of the day.)											
Reviewed previous assessment: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable				Dominant hand: <input type="checkbox"/> L <input type="checkbox"/> R		Work schedule/shift:		% of Computer:		% of Phone:		% of Reading of hard copy:		% of Copying, collating, and stapling:	
Additional Comments (previous assessment notes, shared workstation, other work performed, job description, commute):															
								% of 10 Key/ calculator:		% of Paperwork done by hand:		% of Other:			
Workstation adjustments				Measurements are rounded to the nearest 1/2 inch. A guideline for measurements is located on the reverse side of this sheet. Always record measurements for future reference.											
Person's measurement				Equipment measurement		Adjustment needed?		Describe adjustments, barriers to adjustment, and equipment changes needed.							
Step 1 Knee to Floor:				Seat height:		<input type="checkbox"/> Yes <input type="checkbox"/> No		Adjust seat height and seat pan angle.							
Step 2 Popliteal Length:				Seat depth and initial # finger spaces		<input type="checkbox"/> Yes <input type="checkbox"/> No		Adjust seat pan depth and back rest depth							
Step 3 Seat Pan Width: <input type="checkbox"/> Adequate <input type="checkbox"/> Inadequate						<input type="checkbox"/> Yes <input type="checkbox"/> No									
Step 4 Lumbar Height:				Back rest lumbar height:		<input type="checkbox"/> Yes <input type="checkbox"/> No									
Step 5 Elbow to Floor:				Writing surface height and top of keyboard height:		<input type="checkbox"/> Yes <input type="checkbox"/> No									
Step 6 Eyebrow Height:				Top of monitor screen height:		<input type="checkbox"/> Yes <input type="checkbox"/> No									
Step 7 Distance to Monitor:				Size of monitor screen/measured diagonally:		<input type="checkbox"/> Yes <input type="checkbox"/> No									
Step 8 Describe the placement of additional workstation items						Adjustment needed?		Describe adjustments, barriers to adjustment, and equipment changes needed.							
Keyboard: <input type="checkbox"/> Adequate <input type="checkbox"/> Inadequate						<input type="checkbox"/> Yes <input type="checkbox"/> No									
Pointing device: <input type="checkbox"/> Adequate <input type="checkbox"/> Inadequate						<input type="checkbox"/> Yes <input type="checkbox"/> No									
Peripherals (i.e., phone/headset, copyholder, printer, shelves, task lighting):						<input type="checkbox"/> Yes <input type="checkbox"/> No									
Additional comments (lighting, housekeeping (leg space, reaching), chair casters, additional needs, etc.):				Summary of recommendations:											
Follow-up (Follow-up is recommended to ensure changes are kept or modified as necessary. Also, once new equipment or changes are in place.)															
Follow-up		<input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month		Date:		<input type="checkbox"/> Completed		Additional follow-up?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Date:		<input type="checkbox"/> Completed	

Instructions: This sheet is designed to be used as a guideline to walk you, the assessor, through a workstation assessment and chair measurement process. Write your measurement results and comments on the front of this sheet. **(Your agency may require you to fill out an agency-specific ergonomic worksheet.)**

Assessment preparation: Before conducting the assessment, review any prior assessments. When you arrive at the employee's workstation/area, introduce yourself, explain why you are doing the assessment, how the assessment information is used, and why it is important. You will need a tape measure. While taking the various measurements, remember that you are working in close proximity to the employee in their "personal space."

STEP	DESCRIPTION & EXPLANATION	EXAMPLE
Interview	Gather information about the job that the employee is performing. Review the items listed under "Work Assessment" on the front of this sheet. A Work Assessment helps focus the assessor on the areas of the employee's job where the majority of time is spent. Ask the employee about the percentage of time spent in each area. It should add up to 100%. Ask the employee questions necessary to understand the work load, frequent movements, commonly used tools, etc. This information will help to determine what recommendations should be made.	
Observe	As the assessor, you will need to look at how the entire workstation is configured. After visually assessing the workstation, watch the employee for several minutes to see how they utilize their work area. Pay attention to their posture and whether awkward body positions occur when they are performing their work. Begin to think about adjustments that can be made to achieve neutral or better postures. This is the starting point of the ergonomic assessment.	
1	Knee to Floor measurement: Determines seat height and cylinder size. Be sure to ask if the employee is wearing their normal height shoes. To take this measurement, have the employee stand up and point at the top of the knee cap. Measure from the floor to the top of the employee's knee cap. If you are adjusting for the Open Angle position, use the knee to floor measurement to set the height of the chair seat. For 90-90-90 or for Grandjean positions, subtract 1-2 inches. Set the chair to this height, beginning with the employee seated in the chair. Then, extend the tape measure from the floor to the middle of the top edge of the seat. Using the Seat Height Adjustment control on the chair, raise or lower the seat to the correct knee-to-floor measurement. This is also the time to adjust seat pan tilt and tension. Set the seat pan flat for 90-90-90 seating. Set the seat pan angled to the employee's comfort level for Open Angle seating. An angled seat pan also raises the elbows to accommodate taller desks. It puts the feet more firmly on the floor and opens the hip angle to greater than 90 degrees.	
2	Popliteal measurement: Determines seat depth (the distance from the front of the chair to the back). Ask the employee to sit forward in the chair, away from the backrest. Have the employee place a pad of paper or a clipboard between their lower back and the backrest. Ask the employee to move back in the chair until he/she are in contact with the backrest. Take the measurement from the paper/clipboard to the back of the knee. This measurement is used to determine the seat depth needed to fit the employee. Using the Seat Slider Control, adjust the seat pan forward/backward to provide 1 - 2 inches (2-3 finger widths) of space between backside of the knee and the front edge of seat pan.	
3	Seat Pan Width measurement: Determines if the seat pan width is adequate. With the employee sitting in the chair, ask them to place 2 to 3 fingers between the inside of the armrest and the edge of their thigh. The employee should have a minimum of 2 to 3 finger widths between side of thigh and inside edge of armrest.	
4	Lumbar Height measurement: Determines how high the seat back should be. The back of the chair has a lumbar curve built into it. This curve must match with the natural curve of the employee's lower back. Ask the employee to move forward on the seat pan. Have them place their hand behind their own back and feel for the curve of the backrest. Adjust the back of the chair to align with the lumbar curve of the employee's back. Then, have the employee move forward in the seat, away from the backrest. Finally, measure the distance from the top of the seat pan to the most prominent part of the lumbar curve of the backrest and record that measurement on the form.	
5	Elbow to Floor measurement: Determines keyboard and desk height. To take this measurement, the seat height MUST first be adjusted correctly (see step #1). Once you have adjusted the chair to the proper seat height, have the employee sit in the chair with shoulders relaxed and arms dangling towards the floor. Next, bend their elbow to a 90 degree angle (see picture). Measure from the point of the elbow down to the floor. Set the desktop/writing surface to this measurement. The keyboard support surface should be set 1-2 inches lower. Change as necessary to maintain the neutral wrist posture. Work towards a negative slope on the keyboard tray.	
6	Eyebrow Height measurement: Determines the approximate screen height for the monitor. Take this measurement from the floor to the eyebrows with the employee seated at the proper height and with their head in a neutral position. Adjust the top of the monitor screen (not the monitor screen border) to this measurement. A properly adjusted monitor will allow the employee to view the screen with their head neutral, not tilted back or forward. NOTE - Actual screen height may vary, depending on factors such as corrective lenses and on which part of the monitor screen the employee must work with the most. For example, if the employee's job requires them to work with the bottom portion of the screen, the height of the monitor could be adjusted higher for the comfort of this person.	
7	Distance to Monitor measurement: Determines the approximate viewing distance between employee and monitor screen. This can vary considerably between employees, but is usually between 16 and 29 inches. This measurement is also a starting point from which the monitor may be moved closer or further away, depending on personal comfort factors. These factors include font size and individual viewing preferences. Measure horizontally from the person's eyes to the front of the monitor while the person is seated in a neutral working posture.	
8	Describe the placement of other workstation items: This includes items such as the phone, shelves, footrests, floor mats and chair casters. Observe for awkward or strained postures and make adjustments as needed. Refer to information on Workstation Ergonomics Leverage Zones to optimize placement of desk equipment. Assess the lighting in the room to make sure it is appropriate.	
Closing	After conducting the assessment, fill out the small SAIF "Ergonomic Workstations" card for the employee to keep. We also recommend that you keep a copy of your assessments. Explain to the employee that you'll be checking in with them to see how the adjustments are working for them or to see if they have any questions or concerns. Always schedule a follow-up appointment 2 weeks to 1 month from the original assessment date. The follow-up can be conducted over the phone or in person. Determine if an additional follow-up is needed.	