

## QUICK CLERICAL WORKSTATION ASSESSMENT

Employee Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department: \_\_\_\_\_ Evaluator: \_\_\_\_\_

CHAIR ADJUSTMENT		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Employee understands how to make the various chair adjustments
<input type="checkbox"/>	<input type="checkbox"/>	Height of chair adjusted so that elbows are level with spacebar of keyboard
<input type="checkbox"/>	<input type="checkbox"/>	Feet are comfortably flat on the floor and at 90°
<input type="checkbox"/>	<input type="checkbox"/>	If feet are not flat on the floor, a footrest is being used
<input type="checkbox"/>	<input type="checkbox"/>	Backrest of chair is adjusted so the lumbar region is supporting at the beltline
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, armrests support the body without leaning and slouching

KEYBOARD/MOUSE		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Wrists are neutral, straight and parallel to floor while keying
<input type="checkbox"/>	<input type="checkbox"/>	Keyboard / tray flat or in slight negative tilt
<input type="checkbox"/>	<input type="checkbox"/>	Keyboard is pulled close to the body so while working, elbows are by side
<input type="checkbox"/>	<input type="checkbox"/>	Utilizes a wrist rest properly
<input type="checkbox"/>	<input type="checkbox"/>	Mouse is on same level, and next to, the keyboard, within easy reach

MONITOR		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Top of monitor screen is at, or slightly below eye level (non-bifocal users)
<input type="checkbox"/>	<input type="checkbox"/>	If bifocals are worn, monitor is flat on desktop so chin is down while viewing
<input type="checkbox"/>	<input type="checkbox"/>	Monitor is set up directly in front of user
<input type="checkbox"/>	<input type="checkbox"/>	Monitor is approximately an arm's distance away (18 to 28 inches)
<input type="checkbox"/>	<input type="checkbox"/>	Screen is relatively free of glare or glare screen is used
<input type="checkbox"/>	<input type="checkbox"/>	If located by a window, monitor is perpendicular to window

PHONE/DOCUMENT HOLDER/CLUTTER		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Employee uses both hands while engaged in telephone work or uses headset
<input type="checkbox"/>	<input type="checkbox"/>	Source document maintained at same height and distance as screen
<input type="checkbox"/>	<input type="checkbox"/>	Telephone, forms, reference books, etc. are within an easy reach
<input type="checkbox"/>	<input type="checkbox"/>	Under side of the workstation is free of clutter and allows sufficient leg room

Comments / Suggestions/Improvements Made: