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**City of Stamford**

**Ergonomic Evaluation Form**

**Employee Name:** Click or tap here to enter text. **Date of Evaluation:** Click or tap to enter a date.

**Employee Title/Department:** Click or tap here to enter text. **Location:**Click or tap here to enter text.

**Evaluator:** Click or tap here to enter text. **Supervisor Notified:** **Yes**  **No**

**Approximately how many hours per day does the employee spend sitting and/or doing computer work?** Click or tap here to enter text.

**Are there other repetitive tasks and motions the employee does?** Click or tap here to enter text.

**Primary Concerns:** Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | | **No** | WORKSURFACE |
|  | |  | Work surface height allows adequate leg room underneath (4 to 6 inches). |
|  | |  | Work surface height allows shoulders to be relaxed and elbows at angle of  approximately 90ø. |
|  | |  | Work surface edges are rounded or padded. User does not rest arms on sharp edges. |
| **Recommendations:** | | |  |
| **Yes** | | **No** | CHAIR |
|  | |  | Chair height allows feet to be flat on the floor or resting on a footrest. |
|  | |  | Chair height allows knees to be level with the hips, or thighs parallel to the floor. |
|  | |  | Angle between back and thighs is between 90o and 110o and is comfortable for the sitter. |
|  | |  | Chair back provides lumbar support to maintain proper "S" curvature of the back. |
| **Recommendations:** | | |  |
| **Yes** | | **No** | MONITOR |
|  | |  | Monitor is about arm's length away from the user, and is tilted slightly back. |
|  | |  | The top line of the screen is approximately eye level, user's head sits squarely on the shoulders. For users with bifocals, monitor height is adjusted to allow comfortable viewing. |
|  | |  | There is only minimal glare reflected from the screen**.** |
| **Recommendations:** | | |  |
| **Yes** | **No** | | WORK PRACTICES |
|  |  | | Wrists are straight (from the side to side perspective) during typing. User does not "plant and pivot" wrists, but moves his/her arms to reach function keys and numeric keypad. |
|  |  | | User maintains a neutral wrist posture (from the up and down perspective). In a neutral wrist posture, the wrists are bent very slightly upward. |
|  |  | | The user does not strain his or her neck to look at documents. |
|  |  | | User uses a light touch on the keyboard and does not pound the keys. |
|  |  | | User takes breaks from the keyboard & mouse. Performs stretches. Breaks include regular 15 minute breaks in the morning and afternoon, and frequent "eye breaks" where the user closes eyes for a few seconds, then looks away to a distant point for a few seconds. |
| **Recommendations:** | | |  |
| **MISCELLANEOUS** | | | Are there other occurrences of excessive repetition, excessive force, or awkward postures? Look for awkward reaches required to answer the phone or retrieve frequently used books, etc. |
| **Recommendations:** | | |  |