

MOORPARK COLLEGE ERGONOMIC WORKSTATION SELF EVALUATION PROCEDURE

The self-evaluation of the employee's workstation can help discover areas in the work environment that may need ergonomic improvements. A one-on-one evaluation of work areas or job processes has been developed to observe and identify risk factors. To obtain an on-site work area evaluation, fill out the form below. This evaluation will take approximately 30-45 minutes and will be followed up by a written report to the employee and supervisor/manager.

In the YES/NO space provided after each heading topic, check the opinion related to the topic to the best of your knowledge. The topic questions do not have a right or wrong answer since they are only observations and opinions. Add additional pages as necessary. This will assist the Ergonomic Workstation Evaluator with problem areas and potential solutions. This self evaluation must be completed before the evaluator can conduct an assessment of the workstation. Visit my.vcccd.edu or the Moorpark College website to obtain additional information on available resources and training.

When filling out the self evaluation, please use the following general guidelines:

Work Surfaces: If possible, all work surfaces should be the same height, so that one chair can be used for all the work surfaces.

Chair: Proper chair height should be determined by sitting in the chair with feet flat on the floor, dropping arms down to the sides, then lifting forearms up so that they are parallel to the floor. The keyboard should be at this level. A good chair has the ability to be adjusted up/down, and the back support should be adjustable up/down and forward/backward. A good chair should also have five legs with casters, be sufficiently padded for comfort and provide lumbar support. If the chair has armrests, they should be adjusted to just below the parallel forearm to lend support when not actually keyboarding.

Footrest: With the chair positioned at the proper height, feet should be flat on the floor and thighs should be parallel to the floor. Thighs may angle slightly downward to front. Too much of an angle will cause pressure and pain in the thighs, throw a person forward in the chair, and make it very uncomfortable to sit. Thighs angled oppositely (upward) will put undue stress on the spine.

Mouse: The standard mouse should be immediately adjacent and at the same height as the keyboard, and at a right angle to the monitor screen. The wrist/arm may need to be supported in order to reduce fatigue. A mouse pad is required. Grip the mouse lightly.

Computer Position: The computer keyboard and monitor should always be located directly in front of the user. The top of the screen should be at eye level so that the head does not have to be bent backward or forward to see the screen. Eyeglasses may alter your head angle and screen distance.

Wrist Rest: After keyboarding for long periods, the wrists tend to bend down and rest on the front of the keyboard or desk. The wrists should never be bent while keyboarding or rest on the sharp angled edge of the desk.

Phone: The telephone should always be located within forearm radius (that is, with elbows at sides, the distance that can be reached). If the telephone is located outside of forearm radius then reaching is necessary and this can cause back, neck and shoulder problems. A telephone headrest could be used if the phone is used extensively and the hands need to be free to type, write and/or handle books and manuals.

Copyholder: When typing from copy, the copy should be at screen level. This reduces the neck, back and shoulder strain of looking down at document flat on the desk, then up to the monitor.

Lighting: Improper lighting can cause poor posture resulting in muscle and eye fatigue. There should be no glare on your monitor from natural or artificial light.

Personal Work Practices: Do you...

Take adequate task breaks? For example, a task break means changing from typing to filing

Have physical symptoms/pains? Note the specific body part for the Ergonomic Workstation Evaluator

Do you do stretching exercises? Regularly? How often?

Routinely work overtime? Extent?

Wear bifocal or progressive glasses?

Ergonomic Computer Workstation Self-Evaluation Checklist

Employee		Date	
Job Title		Phone	
Dept/Div		Campus	
Supervisor		Phone	

This is a self-evaluation of your computer workstation that is designed to help identify items that may benefit from ergonomic improvements. This questionnaire must be completed before an Ergonomic Workstation Evaluator can conduct an assessment of your workstation. Please submit questions and suggestions, as needed. Additional information is available in the Risk Management section of the District's website, or you may contact your Campus Safety Committee.

Chair/Seating	YES	NO	Sitting Posture	YES	NO
Adjustable back height			Chair back seems correct		
Adjustable seat height			Chair seat height seems correct		
Adjustable armrests			Chair seat depth seems correct		
5-Caster chair base			Back and seat tilt seem correct		
My feet rest flat on the floor			Armrest support seems correct		
My feet rest on a footrest			Chair (or adjustments) are broken		
Comments:					
Workstation	YES	NO	Features	YES	NO
Rectangular desk			Writing space within easy reach		
L or U shaped desk			Desk supplies within easy reach		
Computer cart			Under-desk space clear		
Desk height seems correct			Overhead shelf or bin(s) in use		
Comments:					
Monitor	YES	NO	Monitor Viewing	YES	NO
Monitor is centered for use			Top of screen is at eye level		
Monitor tilt seems correct			Distance to screen is 24–34 inches		
Screen images are clear			Desktop image fills screen		
Comments:					
Keyboard	YES	NO	Mouse	YES	NO
Keyboard is centered for use			Mouse is within easy reach		
Keyboard seems at proper height			Mouse at same level as keyboard		
Keyboard wrist rest in use			Mouse pad and wrist rest in use		
Phone			Document viewing	YES	NO
Phone is within easy reach	YES	NO	I view documents while typing	YES	NO
Phone is used 2½ hours per day			Document holder in use		
Comments:					
Environment	YES	NO	Work Practices	YES	NO
Proper lighting			I take task breaks and rest breaks		
Proper temperature			I do stretch break exercises		
Comments:					
Discomfort or Symptoms:					
Additional Questions/Suggestions:					