



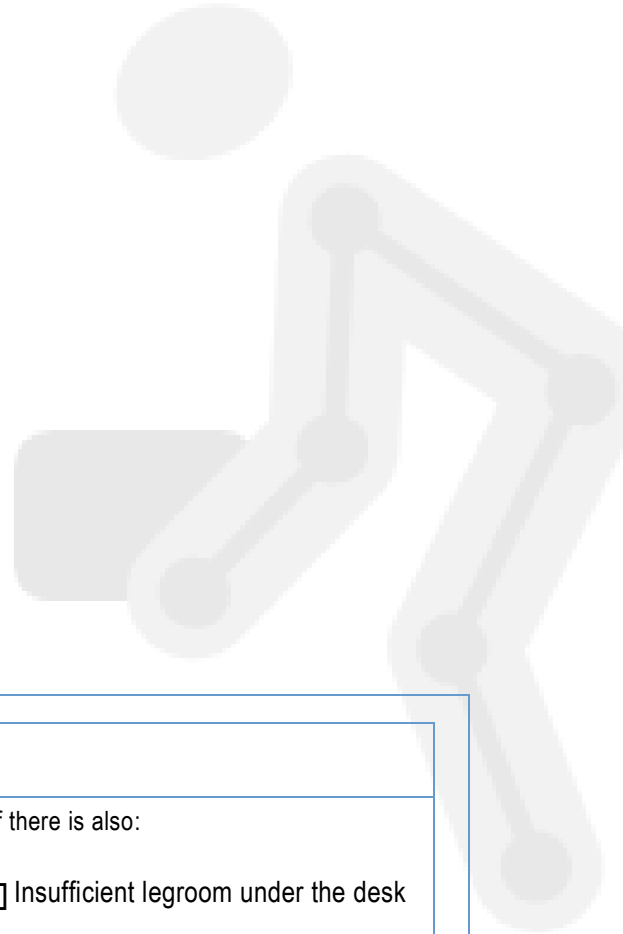
## Assessment

Worker:

Workstation:

Filling Date:

Observations (assessment):



### A – CHAIR

#### Seat pan height

Select one option:

- Neutral posture: knees at 90°
- Seat too low, knee angle <90°
- Seat too high, knee angle >90°
- No foot contact with ground

Check if there is also:

- Insufficient legroom under the desk
- Seat height not adjustable

#### Seat pan depth

Select one option:

- Approximately 8 cm of space between the edge of the chair and the back of the knee
- Seat pan length too long. Less than 8 cm of space between the edge of chair and the back of the knee
- Seat pan length too short. More than 8 cm of space between the edge of chair and the back of the knee

Check if there is also:

- Seat pan depth non-adjustable

#### Armrests

Select one option:

- Elbows are supported at 90, shoulders are relaxed.
- Armrests are too high (shoulders are shrugged)
- Armrests are too low (elbows are not supported)

Check if there is also:

- Armrests are too wide
- The armrests have a hard or damaged surface
- Armrests or arm support non-adjustable

## A – CHAIR

### Back support

Select one option:

- Proper back support. Backrest reclined between 95 and 110°.
- No lumbar support or lumbar support not positioned in small of back.
- Back support is reclined too far forward (less than 95°) or too far back (greater than 110°).
- No back support or worker leaning forward.

Check if there is also:

- Work surface too high (shoulders shrugged)
- Back support non-adjustable

### Chair Duration of use:

- Less than 30 minutes continuously or less than 1 hour per day
- Between 30 minutes and 1 hour continuously or between 1 and 4 hours per day
- More than 1 hour continuously or more than 4 hours per day

## B – MONITOR and TELEPHONE

### Monitor

Select one option:

- Screen at arm's length (40-75 cm). Screen positioned at eye level.
- Screen too low (30° below eye level) causing neck flexion to view screen.
- Screen too high (causing neck extension to view screen).

Check if there is also:

- User required to twist neck in order to view screen
- Glare on screen
- Document holder not present and required
- Screen too far (outside of arm's length (75 cm)).

### Monitor Duration of use:

- Less than 30 minutes continuously or less than 1 hour per day
- Between 30 minutes and 1 hour continuously or between 1 and 4 hours per day
- More than 1 hour continuously or more than 4 hours per day

### Telephone

Select one option:

- Headset / One hand on phone & neutral neck posture. Telephone nearby (within 30 cm).
- Telephone too far of reach (>30 cm).

Check if there is also:

- Phone held between neck and shoulder
- No hands-free option.

### Telephone Duration of use:

- Less than 30 minutes continuously or less than 1 hour per day
- Between 30 minutes and 1 hour continuously or between 1 and 4 hours per day
- More than 1 hour continuously or more than 4 hours per day

## C – KEYBOARD and MOUSE

### Keyboard

Select one option:

- Wrists are straight, shoulders are relaxed.
- Wrists are extended beyond 15°.

Check if there is also:

- Wrists are deviated while typing.
- Keyboard too high. Shoulders are shrugged.
- Reaching to overhead items.
- Keyboard platform is non-adjustable.

**Keyboard Duration of use:**

- Less than 30 minutes continuously or less than 1 hour per day
- Between 30 minutes and 1 hour continuously or between 1 and 4 hours per day
- More than 1 hour continuously or more than 4 hours per day

### Mouse

Select one option:

- Mouse is in line with the shoulder.
- Reach to mouse / mouse not in line with the shoulder.

Check if there is also:

- A pinch grip is required to use the mouse / the mouse is too small.
- The mouse and keyboard are at different surfaces.
- Hard palm rest or pressure points on the hand while mousing.

**Mouse Duration of use:**

- Less than 30 minutes continuously or less than 1 hour per day
- Between 30 minutes and 1 hour continuously or between 1 and 4 hours per day
- More than 1 hour continuously or more than 4 hours per day