

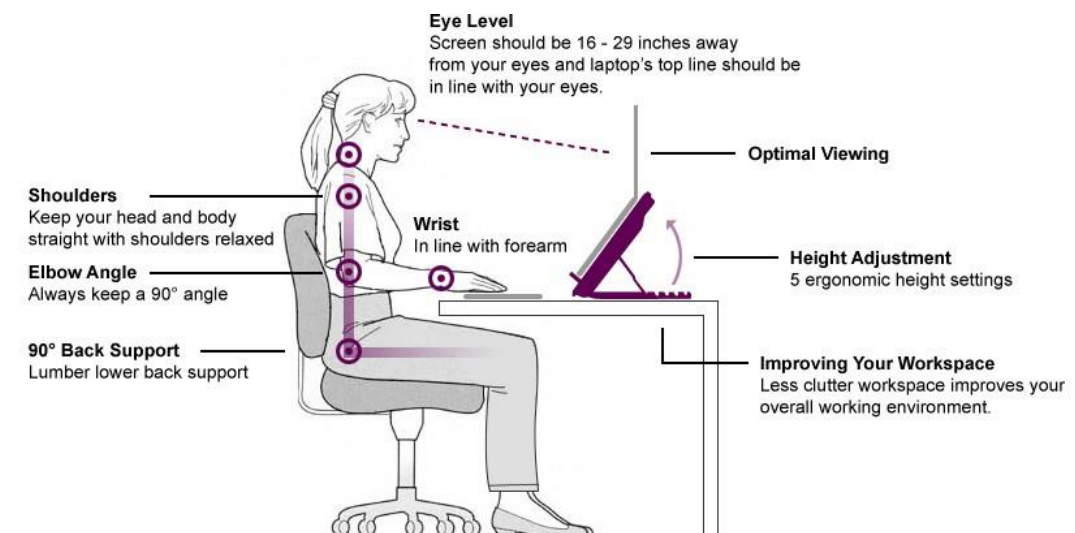
Workstation Self-Assessment

Employee Name:	
Date:	District:
Site:	Department:
Home Office Location: counter top, kitchen table, or desk	
Electronic Device: Laptop or Tablet	

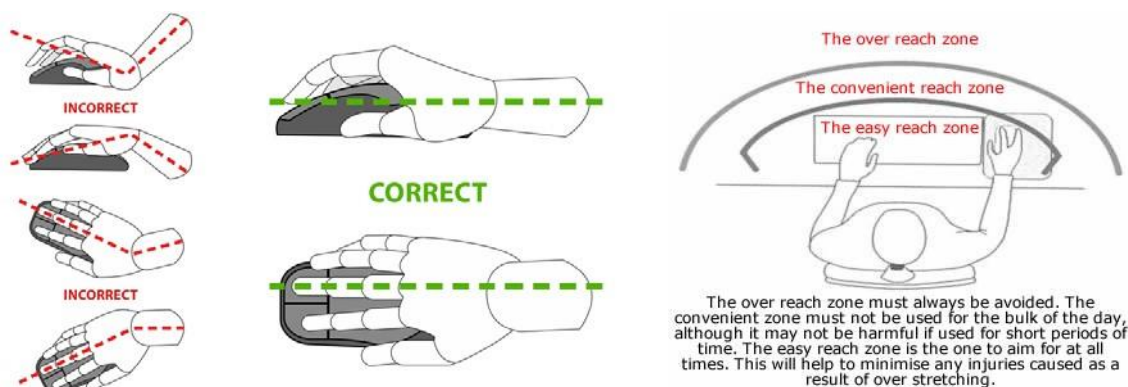
Years in current position:
When did the discomfort start?
Do you wear corrective eye glasses? Height?
How long is your average work day?
What percentage of your day is spent keyboarding? %
What percentage of your day is spent utilizing the telephone? %
Do you type while on the telephone?
How often do you exercise? What type?

Provide a brief description of an average work day:

	Pictures					
		F	B	R	L	
	Photograph full workstation					
	Desk chair without subject					
	Desk chair with subject					
	Profile subject with both hands on keyboard					
	Profile subject with hand on computer mouse					
	Profile subject using phone while typing					
	Profile subject looking at computer monitor					
Item	The Office Chair	Yes	No		N/A	Comment
1	Can the height, seat and back of the chair be adjusted?					
2	Are your feet fully supported by the floor when seated?					
3	Does your chair provide support for lower back?					
4	When your back is supported, are you able to sit without feeling pressure from the chair seat on the back of your knees?					
5	Do your armrests allow you to get close to your workstation?					



Item	Keyboard and Mouse	Yes	No	N/A	Comments
6	Are your keyboard, mouse and workstation at your elbow height?				
7	Are frequently used items within easy reach?				
8	Is the keyboard close to the front edge of the desk allowing space for wrist to rest on the desk surface?				
9	When using your keyboard and mouse, are your wrist straight and your upper arms relaxed?				
10	Is your mouse on the same level and close to your keyboard?				
11	Is the keyboard comfortable to use?				



Item	Workstation	Yes	No	N/A	Comments
12	Is your monitor position directly in front of you?				
13	Is your monitor's positioned at least arms length ways?				
14	Is your monitor height slightly below eye level?				
15	Is your monitor and work surface free from glare?				
16	Do you have adequate light for reading or writing documents?				
17	Is the space under workstation used for storage?				