

Workstation Evaluation Report

Occupational Health and Safety Division



Chair (sit fully back into chair)

Parameter	Description	Yes	No	Action
Seat Height	<ul style="list-style-type: none">• Feet flat on floor• Knees bent at right angles• Thighs horizontal to the floor	<input type="checkbox"/>	<input type="checkbox"/>	
Back Rest Height	<ul style="list-style-type: none">• Lumbar support is at the correct height	<input type="checkbox"/>	<input type="checkbox"/>	
Seat Pan Depth	<ul style="list-style-type: none">• 2–3 fingers between the front of the seat and the back of the knees	<input type="checkbox"/>	<input type="checkbox"/>	
Tilt	<ul style="list-style-type: none">• Seat is tilted so hips and tops of thighs are at right angles or slightly greater	<input type="checkbox"/>	<input type="checkbox"/>	
Armrest Position	<ul style="list-style-type: none">• Out of the way when typing• Provide support when needed	<input type="checkbox"/>	<input type="checkbox"/>	

Keyboard/Mouse (should be the same height)

Parameter	Description	Yes	No	Action
Keyboard/ Mouse Height	<ul style="list-style-type: none">• Elbows 90 degrees• Forearms and hands form straight lines	<input type="checkbox"/>	<input type="checkbox"/>	
Mouse Height	<ul style="list-style-type: none">• Close to keyboard• On the same level as the keyboard	<input type="checkbox"/>	<input type="checkbox"/>	
Keyboard Distance	<ul style="list-style-type: none">• Distance allows relaxed shoulders with elbows close to body	<input type="checkbox"/>	<input type="checkbox"/>	
Mouse Distance	<ul style="list-style-type: none">• Directly next to keyboard• Same distance as keyboard	<input type="checkbox"/>	<input type="checkbox"/>	
Hand Posture on Mouse	<ul style="list-style-type: none">• Base of hand rests on mouse	<input type="checkbox"/>	<input type="checkbox"/>	

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Monitor

Parameter	Description	Yes	No	Action
Height	<ul style="list-style-type: none">• Top of screen slightly lower than eye level	<input type="checkbox"/>	<input type="checkbox"/>	
Distance	<ul style="list-style-type: none">• Depending on vision 18–33"• Should see screen clearly without straining	<input type="checkbox"/>	<input type="checkbox"/>	
Alignment	<ul style="list-style-type: none">• Directly behind keyboard	<input type="checkbox"/>	<input type="checkbox"/>	
Visual Comfort	<ul style="list-style-type: none">• Positioned to avoid glare• Perpendicular to bright sources	<input type="checkbox"/>	<input type="checkbox"/>	
Brightness	<ul style="list-style-type: none">• Adjust to the user's preference	<input type="checkbox"/>	<input type="checkbox"/>	

Work Environment

Parameter	Description	Yes	No	Action
General Lighting	<ul style="list-style-type: none">• Reflections are minimal• Work materials are easy to read	<input type="checkbox"/>	<input type="checkbox"/>	
Leg Clearance	<ul style="list-style-type: none">• 2" clearance for hips and knees	<input type="checkbox"/>	<input type="checkbox"/>	
Document Placement	<ul style="list-style-type: none">• Area to store documents• Easily within reach	<input type="checkbox"/>	<input type="checkbox"/>	
Item Placement	<ul style="list-style-type: none">• Area to store items• Easily within reach	<input type="checkbox"/>	<input type="checkbox"/>	