

III. CHAIR

- ADJUST HEIGHT
 - RAISE
 - LOWER
- PROVIDE LUMBAR SUPPORT
- ADJUST SEAT TILT

- ARM RESTS
 - PROVIDE
 - RAISE
 - LOWER
- OTHER _____

COMMENTS: _____

IV. KEYBOARD AND KEYBOARD HOLDER

- PROVIDE ERGONOMIC KEYBOARD
- PROVIDE KEYBOARD TRAY
- ADJUST KEYBOARD/KEYBOARD TRAY
 - RAISE
 - LOWER
 - TILT_____ KEYBOARD HEIGHT

- PROVIDE FOREARM SUPPORT
- PROVIDE WRIST REST
- OTHER _____

COMMENTS: _____

V. MOUSE

- PROVIDE MOUSE PAD
- PROVIDE MOUSE HOLDER OR BRIDGE
- PLACE MOUSE CLOSER TO KEYBOARD
- PLACE MOUSE AT KEYBOARD LEVEL
_____ HEIGHT OF MOUSE REST/MOUSE PAD

- PROVIDE FOREARM SUPPORT
- PROVIDE WRIST REST
- OTHER _____

COMMENTS: _____

VI. MONITOR

- ADJUST MONITOR
 - RAISE
 - LOWER
 - TILT_____ TOP OF MONITOR SCREEN – HEIGHT
_____ SEATED EYE HEIGHT
- VIEWING DISTANCE – _____ INCHES
- ADJUST BRIGHTNESS/CONTRAST

- CLEAN SCREEN
- PROVIDE GLARE SCREEN OR GLARE HOOD
- MOVE MONITOR TO _____ (LOCATION)
- OTHER _____

COMMENTS: _____

VII. WORK ENVIRONMENT

- | | |
|--|--|
| <input type="checkbox"/> LIGHTING | <input type="checkbox"/> TELEPHONE |
| <input type="checkbox"/> PROVIDE TASK LIGHTING | <input type="checkbox"/> REPOSITION TELEPHONE |
| <input type="checkbox"/> PROVIDE OVERHEAD LIGHTING | <input type="checkbox"/> LEFT <input type="checkbox"/> RIGHT |
| <input type="checkbox"/> PROVIDE WINDOW COVERS | <input type="checkbox"/> PROVIDE SHOULDER REST |
| <input type="checkbox"/> COPYHOLDER | <input type="checkbox"/> PROVIDE HEADSET or SPEAKERPHONE |
| <input type="checkbox"/> SAME DISTANCE AS SCREEN | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> SAME HEIGHT AS SCREEN | _____ |

COMMENTS: _____

VIII. WORK PROCESS

FOR INDICATED ACTIVITIES, DESCRIBE PROCESS MODIFICATIONS.

ACTIVITY	PROCESS MODIFICATION
Δ WORK LOAD	
Δ WORK METHOD	
Δ WORK FLOW	
Δ TASK VARIATION	
Δ EXERCISE/STRETCHES	
Δ MINI-BREAKS	
Δ WORKSTATION TRAINING	

ASSESSMENT COMPLETED BY	_____	DATE	_____
EMPLOYEE SIGNATURE	_____	DATE	_____
SUPERVISOR SIGNATURE	_____	DATE	_____