

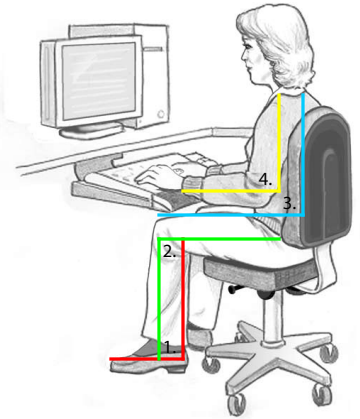
Office Workstation Self Evaluation sheet

Information below are the General Recommendations of the General Services Department, Risk Management Division, Loss Control Bureau Certified Ergonomic Assessor Specialist.

Employee Position in chair

When Seated remember the "Neutral Position" has four (4) 90 degree angles.

- 1.) 90 degree angle from your toes to the ankle to the knee _____
- 2.) 90 degree angle from your ankle to the knee to the hips _____
- 3.) 90 degree angle from your knee to the hips to the shoulder _____
- 4.) 90 degree angle from your shoulder to the elbow to the wrist _____



Employee Position in front of workstation

Individual is eye level with monitor, uses "natural nod" to view entire screen

Wrists are strait. No bending or reaching when using the keyboard.

Thighs are generally parallel with floor.

Generally 1-4 inches between the back of the knee and the chair's seat pan. Allows for adequate blood flow to the feet.

Feet are flat on floor, providing support to the rest of the body



Position back rest of chair to support both the upper and lower back. Back rest should not "flop" back when sitting on chair.

Individual is sitting all the way back in chair. Sitting in an upright position allows for optimum blood flow.

If any problems or pain still exist after self assessment of workstation please contact your Loss Control Coordinator for professional evaluation from an agency Certified Ergonomic Assessor Specialist or RMD Loss Control Specialist.