

Ergonomic Workstation Assessment

Please answer as many questions as possible. This form can be used to assess how well your workstation suits you physically. It is designed to highlight any areas where you may be uncomfortable and will help us to determine what areas can be improved.

Try to answer all the questions as accurately as you can.

CONTACT INFORMATION

Contact Name		Date	
Company Name			
Address			
Phone Number		Fax Number	
Email Address			

ABOUT YOU

Height		Age		Weight [approx]		Sex [M/F]	
Left or Right Handed?		Do you do much writing?		Hours spent at a computer screen?			
What physical problems are you experiencing?							
Are you receiving any treatment?							

ABOUT YOUR DESK

Does your chair have an adjustable back and seat?		Do you have sufficient shelving and storage to keep you desk clear?	
Is there enough space on your desk for all your computer equipment?		Do you have wire management to keep cables off the floor away from your feet?	
Can you get your legs comfortably under the desk?		Do you need additional storage to remove items from under your desk?	
Do you feet rest firmly on the floor when sitting at your desk?		Do you use a foot rest?	

ABOUT YOUR COMPUTER

Is your computer screen at eye level?		Do you need a computer arm to allow you adjust both the height and depth of your computer screen?	
Is your computer screen in front of you or to the left or right?		Do you use a computer mouse for long periods?	
Can you adjust the PC keyboard tilt and its location?		Do you use a desktop or laptop computer?	
If you use a laptop computer do you type for long periods on the keyboard?			



COMMENTS ON YOUR WORK SPACE

Do you have any general comments to make about your workstation?	
Do you have any comments about your health at work?	
Do you have any comments to make about your overall office environment?	

WORKSTATION DIMENSIONS & MEASUREMENTS

In order to assess exactly how you are sitting we need a few measurements to help us.

Measurement A	
Measurement B	
Measurement C	
Measurement D	
Measurement E	
Length and depth of your desk.	

All information in this sheet is treated as confidential.

Return this sheet back to Dragonfly Office and we will assess your workstation environment. Normally we would make an appointment to see and work through any potential changes with you. We may also provide you with a loan chair for evaluation if we feel this would be applicable.

Either fax us back on 01483 425284 [this will go through to our computer fax server and will be routed to the correct department] or send a copy to Workstation Assessment, Dragonfly Office Interiors, Courtyard House, Surrey Place, Mill Lane, Godalming, Surrey GU7 1EY. You can call us on 01483 527600 to discuss any issues arising from this sheet.

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