

ERGONOMIC WORKPLACE ANALYSIS



Company:
Date:
Name:
Conducted by:

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1. Posture

	Poor	Satisfactory	Findings
Posture of Operator:			
- Slouching			
- Curdling			
Sitting back in chair			
Backrest support			
Sitting in slightly reclined position			
Adjustment of seat pan - if necessary			
Knees lower than hips			
Space behind knees			
Feet positioning			
Positioning of arms:			
- Height			
- Width (arms close to body)			
- Support under arms and wrists			
- Wrists in neutral position			
- Shoulders relaxed			
Chair adjustments during the day			

2. Office Environment

	Poor	Satisfactory	Findings
Working height of desk, chair & hazardous risks:			
- Chair height			
- Desk height			
Fixed or adjustable desk			
Obstruction under desk (beams, drawers etc.)			
Obstruction in leg area			
Working height keyboards, laptops			
Working Zones: Placement of frequently used docs			
- Inner Zone (Usual Work 25cm's) - Equipment & Doc's			
- Outer Zone (Occasional Work 50cm's) - Max reach			
Placement of keyboard/laptop (Directly in front of Operator)			
Positioning of phone			
Use of headset			
Overcrowding - Computer Area			
Clutter on desk			
Document holders present (screen mounted or free standing)			
Mouse Usage:			
- Within comfortable reach			
- Close to keyboard			
- Using correct size mouse			
- Use of mouse pad (Elbow or wrist)			
Lighting:			
- Adequate			
- Overhead, adjustable task lighting,			
- Low and Glare free			
- External Glare			

3. Viewing Criteria and Monitor set-up

	Poor	Satisfactory	Findings
Viewing Angle			
Viewing Distance (approx. 80 cm's)			
Neck Angles (fwd./backward tilt)			
Head movements			
Height of monitor			
Brightness of monitor and surroundings			
Resolution of monitor			
Font Size and colour			
Glare on monitor			
Monitor fixed or on swivel arms			
Laptop stand			
Clean screen			
Body centred on letter part of keyboard			

4. General

	Poor	Satisfactory	Findings
Footrest present			
Back support cushion present			
Sit/stand desks present			
Do you experience any.....			
- Leg discomfort			
- Back Discomfort			
- Neck Discomfort			
- Upper limb discomfort			
- Eye strain			
- Noise distraction			
Do you take breaks - how often?			
Do you take breaks from staring at screen?			
Other environmental factors e.g.. temperatures			

5. OVERALL RATING:

	Poor	Satisfactory
Posture of Operator		
Positioning of Arms		
Working height of desk and chairs & hazardous risks		
Working Zones		
Mouse Usage		
Lighting		
Viewing Criteria and Monitor set-up		
General		

6. General Observations:

7. Recommendations:
