Laurales Herbs and Spices IT Department

The IT department, in conjunction with the Human Resources department, is conducting an ergonomics study to assess the current status of our equipment as it relates to your workstation and your health and wellbeing. Please send the completed form to technology@laurales.com.

Name: Date:

For each job function listed below, indicate the hours per day, on average, that you devote to each task.

Job Function Hours Per Day

Computer Use

Phone Use

Paperwork/Reading

Copying/Collating

Filing/Storing

|  |  |  |
| --- | --- | --- |
| Input Devices | Yes | No |
| 1. Does your keyboard have all the features that your job tasks require? |  |  |
| 1. Do all of the keys on your keyboard work reliably? |  |  |
| 1. Do you regularly use your numeric keypad to enter data? |  |  |
| 1. Does your mouse work reliably? |  |  |
| 1. Does your mouse provide the features your job requires? |  |  |

|  |  |  |
| --- | --- | --- |
| Monitor | Yes | No |
| 1. Is the top of your monitor at or slightly below eye level? |  |  |
| 1. Is your monitor located about an arm’s reach away? |  |  |
| 1. Can your monitor tilt and swivel? |  |  |
| 1. Is your monitor easy to read, clear, and free from blurry areas? |  |  |
| 1. Is your monitor free from glare? |  |  |

|  |  |  |
| --- | --- | --- |
| Special Conditions | Yes | No |
| 1. If you use a wrist rest, is it free from sharp edges and positioned at the same height as your keyboard? |  |  |
| 1. If you use a footrest, is it easy to position and adjust in height and angle? |  |  |
| 1. If you wear eyeglasses, are the lenses specifically adjusted for computer use? |  |  |
| 1. If you wear bifocals, can you view your monitor without backward neck bending? |  |  |
| 1. If you share a workstation, is all the equipment adjustable to accommodate you and your job tasks? |  |  |