Office Workstation Ergonomics Assessment



A properly designed workstation can help reduce discomfort, improve productivity, and minimize the risk of cumulative trauma injuries.

Assess and Improve Individual Workstation Ergonomics

The Individual Workstation Ergonomic Assessment below provides a practical tool for evaluating computer- and desk-based workstations and helps organizations identify ergonomic improvements that support employee well-being and injury prevention.

Start the Individual Review

This assessment guides users through a comprehensive review of workstation setup, seated posture, equipment placement, and work habits. Evaluators can document observations, measure workstation components, identify areas of discomfort, and record corrective actions to improve ergonomic alignment. The form also includes a workstation checklist covering chair adjustments, keyboard and mouse positioning, monitor placement, reach zones, and movement habits.

What You'll Gain

- A standardized approach for evaluating individual desk and computer workstations
- Guidance for assessing posture, chair fit, monitor placement, keyboard positioning, and workstation layout
- A checklist for identifying ergonomic adjustments that may improve comfort and reduce physical strain
- Documentation fields for observations, reported discomfort, corrective actions, and follow-up recommendations
- A practical resource for supporting cumulative trauma prevention and ergonomic best practices

> Small workstation adjustments can have a significant impact on comfort and injury prevention. Use this assessment to identify ergonomic improvement opportunities and help employees maintain healthy work habits.

Whether used during new-employee onboarding, workstation evaluations, return-to-work assessments, or routine ergonomic reviews, this tool helps organizations establish a

consistent process for identifying potential risk factors before they contribute to strain or injury.