



Berkshire Hathaway
HOMESTATE COMPANIES

Workers Compensation Division®

Office Workstation Ergonomics Assessment

Individual Workstation Ergonomics Review

Prepared for you by BHHC Loss Control

BERKSHIRE HATHAWAY HOMESTATE INSURANCE COMPANY • BHHC SPECIAL RISKS INSURANCE COMPANY • CONTINENTAL DIVIDE INSURANCE COMPANY • CYPRESS INSURANCE COMPANY • OAK RIVER INSURANCE COMPANY • REDWOOD FIRE AND CASUALTY INSURANCE COMPANY

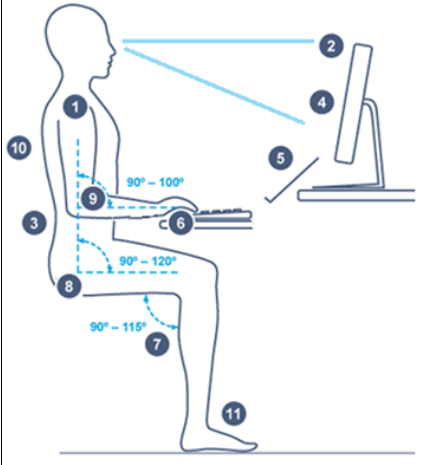
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Individual Desk or Computer Workstation Review

Officer Name:		Date:	
Department / Unit:		Workstation ID:	
Assessed By:		Title:	

Instructions

Use the graphic reference below to evaluate the officer's seated posture and workstation setup. Mark each item on Page 2 as OK, Needs Adjustment, or N/A, and record recommended corrective actions.



1. Head balanced over shoulders, chin level (neutral neck, not jutted forward)
2. Top of monitor screen at or just below eye level (line of sight to top of screen)
3. Mid/upper back fully supported by the chair backrest
4. Monitor positioned an arm's length away (line of sight to center of screen)
5. Screen angled/tilted slightly so it's perpendicular to your line of sight (reduces glare)
6. Wrists straight and neutral at the keyboard; hands at or just below elbow height
7. Knee angle approx. 90 – 115°
8. Hip angle approx. 90 – 120° (open, not compressed)
9. Elbow angle approx. 90 – 100°, upper arms relaxed close to the body
10. Lower back (lumbar curve) supported, use lumbar support if the chair doesn't fill the curve
11. Feet flat on the floor or a footrest, not dangling or crossed

Initial Observations / Measurements

Chair Seat Height (in)		Monitor Distance (in)	
Desk / Keyboard Height (in)		Monitor Height (top, in)	
Officer Height (in)		Footrest Used?	☐ Yes ☐ No

Reported Discomfort (areas / frequency):

Workstation Checklist

Category	Assessment Item	OK	Needs Adjustment	N/A
Chair	Feet flat on floor or footrest, knees ~90°	☐	☐	☐
Chair	Hips slightly above or level with knees	☐	☐	☐
Chair	Lumbar support fits the low-back curve	☐	☐	☐
Chair	Seat pan depth allows 2 – 3 finger gap behind knees	☐	☐	☐
Desk / Keyboard	Elbows close to body, 90 – 110° bend	☐	☐	☐
Desk / Keyboard	Wrists straight/neutral while typing (not bent up or down)	☐	☐	☐
Desk / Keyboard	Mouse positioned at same height/level as keyboard	☐	☐	☐
Monitor	Top of screen at or just below eye level	☐	☐	☐
Monitor	Screen distance approx. 20 – 28" (arm's length)	☐	☐	☐
Monitor	No glare or reflection on screen	☐	☐	☐
Phone / Documents	Frequently used items within close reach (no excessive twisting/reaching)	☐	☐	☐
Phone / Documents	Document holder used if referencing paperwork while typing	☐	☐	☐
Movement	Officer takes periodic micro-breaks / posture changes (≥30 – 60 min)	☐	☐	☐
General	Workstation free of clutter and trip/strain hazards	☐	☐	☐

Corrective Actions / Notes

Follow-Up Required: ☐ Yes ☐ No Follow-Up Date: _____

Officer Signature: _____ Assessor Signature: _____