

Office Ergonomic Risk Assessment Form Sample

An **office ergonomic risk assessment form sample** helps identify potential hazards related to workstation setup and employee posture. It ensures a safer work environment by systematically evaluating risk factors. Using this form promotes comfort, productivity, and reduces the chance of injuries.

Employee Information

Name:		Department:	
Job Title:		Date:	

Workstation Assessment

Item	Risk	Yes	No	Comments/Actions Required
Chair adjustable and provides lumbar support	Low/Medium/High			
Feet flat on floor or supported	Low/Medium/High			
Monitor at eye level (top of screen at or just below eye level)	Low/Medium/High			
Monitor distance approximately arm's length away	Low/Medium/High			
Keyboard and mouse are at the same height and comfortable to reach	Low/Medium/High			
Sufficient space on desk for work tasks	Low/Medium/High			
Lighting adequate (no glare or shadows)	Low/Medium/High			

Employee Self-Assessment

Question	Yes	No	Comments
Do you experience discomfort (back, neck, wrists, eyes) during or after work?			
Are you able to take sufficient breaks from keyboard/mouse use?			
Do you require any adjustments or additional equipment?			

Assessor's Recommendations

Signatures

Employee Signature		Date	
Assessor Signature		Date	