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	STANDARD: **OSHA General Duty Clause Section 5(a)(1) & ISO 45001:2018 Ergonomic Risk Management**	AUDIT FREQUENCY: **Annually / Post-Office Reconfiguration**

Workplace Ergonomic Assessment Compliance Checklist

Operational Scope: This checklist establishes the mandatory protocol for evaluating office workstations and facility operations to mitigate musculoskeletal disorders (MSDs). Compliance with this assessment protocol ensures alignment with federal ergonomic safety guidelines and minimizes repetitive strain injuries among personnel.

MANDATORY PPE:	Anti-Fatigue Footwear (Recommended for Standing Desks), Prescription Safety Glasses (If applicable to facility tour), High-Visibility Vest (For facility floor walking zones)
PREREQUISITES:	Review previous ergonomic audit reports and employee discomfort survey data. | Ensure adjustable assessment tools (tape measure, light meter, force gauge) are calibrated. | Notify department supervisors and workstation occupants prior to assessment.

SEATED WORKSTATION AND SEATING ERGONOMICS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Office Chair Adjustment Mechanisms**	Chair height, backrest tilt, and armrests are fully adjustable and securely lock into position without slipping under user weight.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Lumbar Support Placement**	Lumbar support fits snugly into the natural inward curve of the employee's lower back (approx. L4-L5 vertebrae level).	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Seat Pan Depth and Clearance**	A 2 to 3-inch gap (approx. width of 2 to 3 fingers) exists between the front edge of the seat pan and the back of the user's knees.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
4	**Foot Posture and Floor Contact**	User's feet rest flat on the floor with thighs parallel to the ground; a footrest is provided if feet dangle or lack full floor support.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

VISUAL DISPLAY TERMINAL (VDT) AND PERIPHERAL SETUP

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Monitor Height and Viewing Angle**	Top line of the computer screen is at or slightly below eye level, with the viewing distance approximately equal to an arm's length (20-28 inches).	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Keyboard and Mouse Placement**	Keyboard and mouse are positioned on the same surface at elbow height, allowing wrists to remain in a neutral, straight posture without bending.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Glare and Lighting Control**	Monitors are positioned perpendicular to windows and overhead light sources to eliminate direct or reflected screen glare.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Document Holder Utilization**	Reference documents are placed in-line between the keyboard and monitor on an adjustable document holder to prevent excessive neck rotation.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

SIT-STAND DESKS AND FACILITY ENVIRONMENTAL FACTORS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**Sit-Stand Desk Mechanism Safety**	Height-adjustable desk moves smoothly throughout its range of motion with functional anti-collision sensors and unobstructed under-desk leg space.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Cable Management and Trip Hazards**	All power cords, data cables, and peripheral wires are safely routed, secured in raceways, or bundled to eliminate floor trip hazards and tension.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Ergonomics Compliance Officer / Facility Auditor Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Safety Supervisor / Director of Facility Management Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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