OpsAuditHub opsauditihub.com	DOC ID: **SAF-0196**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910 Subpart I / ISO 45001:2018 Clause 6.1.2**	AUDIT FREQUENCY: **Daily Pre-Shift**

Workplace Ergonomic Assessment Daily Log Sheet

Operational Scope: This daily log sheet governs facility-wide office and administrative workstation evaluations to mitigate musculoskeletal disorders (MSDs) and repetitive strain injuries. Compliance with this operational check is mandatory to maintain adherence to federal ergonomic health standards and ensure worker wellbeing.

MANDATORY PPE:	Anti-Static Wrist Strap (ANSI/ESD S20.20), Ergonomic Lumbar Support Belt (Optional), Blue Light Blocking Safety Glasses (ANSI Z87.1), Non-Slip Footwear (ASTM F2413)
PREREQUISITES:	Review previous shift ergonomic corrective action logs and open tickets. | Ensure adequate ambient lighting (minimum 500 lux) at all assessed workstations.

WORKSTATION SEATING & POSTURE ALIGNMENT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Task Chair Height & Pan Depth**	Chair seat pan allows feet to rest flat on the floor or footrest, with a 2-to-4 inch gap between the seat edge and the back of the knees.	Standard	[ ] PASS [ ] FAIL [ ] N/A
2	**Lumbar Support Adjustment**	Chair backrest firmly supports the lumbar curve (L1-L5 vertebrae) without forcing hyperextension or slouching.	Warning	[ ] PASS [ ] FAIL [ ] N/A
3	**Armrest Positioning**	Armrests are adjusted to support forearms horizontally, keeping shoulders relaxed and preventing shoulder elevation.	Standard	[ ] PASS [ ] FAIL [ ] N/A

VISUAL DISPLAY TERMINAL (VDT) & INPUT DEVICES

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Monitor Height & Viewing Angle**	Top line of the monitor screen is at or slightly below eye level, positioned 20 to 28 inches away from the user.	Warning	[ ] PASS [ ] FAIL [ ] N/A
5	**Keyboard & Mouse Placement**	Keyboard and mouse are placed on the same surface at elbow height, allowing wrists to remain in a neutral, unbent position.	Standard	[ ] PASS [ ] FAIL [ ] N/A
6	**Document Holder Utilization**	Source documents are placed adjacent to the monitor on an inline copy holder to prevent chronic cervical neck rotation.	Standard	[ ] PASS [ ] FAIL [ ] N/A

ENVIRONMENTAL & SIT-STAND ERGONOMICS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Sit-Stand Desk Actuator Mechanism**	Electric or crank sit-stand mechanism operates smoothly without binding, unusual noise, or pinching hazards.	Critical (Immediate Out of Service)	[ ] PASS [ ] FAIL [ ] N/A
8	**Glare & Ambient Lighting Control**	Monitors are positioned perpendicular to windows or overhead lights to eliminate screen glare and eye strain.	Warning	[ ] PASS [ ] FAIL [ ] N/A
9	**Clearance & Footwell Obstructions**	Knee and foot wells are entirely free of CPU towers, boxes, or trailing cables that restrict natural postural movement.	Critical (Immediate Out of Service)	[ ] PASS [ ] FAIL [ ] N/A

Certified Ergonomics Evaluator / Facility Safety Tech Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Operations Manager / EHS Director Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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