OpsAuditHub opsauditihub.com	DOC ID: **SAF-0194**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA General Duty Clause Section 5(a)(1) & ISO 45001:2018**	AUDIT FREQUENCY: **Quarterly Safety Audit**

Workplace Ergonomic Assessment Safety Audit Checklist

Operational Scope: This audit protocol defines the mandatory facility-wide assessment parameters for identifying musculoskeletal disorder (MSD) risks in office workstations. It ensures proactive mitigation of repetitive strain hazards and full compliance with occupational ergonomics standards.

MANDATORY PPE:	Anti-Fatigue Mats (ASTM Compliant), Document Holders (Ergonomic Standard), Adjustable Footrests, Wrist Rests for Keyboards, Task Lighting Fixtures
PREREQUISITES:	Review previous quarterly ergonomic hazard logs and corrective action statuses | Notify affected department supervisors and schedule workstation access windows

SEATING AND WORKSURFACE ERGONOMICS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Task Chair Height Adjustment**	Chair height allows user's feet to rest flat on the floor or on a footrest, with thighs parallel to the floor.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Lumbar Support Positioning**	Chair backrest lumbar curve fits comfortably into the small of the user's lower back without excessive pressure.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Desk Surface and Clearance**	Worksurface provides adequate knee clearance and permits elbows to rest at a 90 to 100-degree angle when typing.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

VISUAL DISPLAY TERMINAL (VDT) AND PERIPHERAL SETUP

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

ENVIRONMENTAL FACTORS AND WORKSTATION ORGANIZATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Glare and Lighting Control**	Task lighting and windows are positioned perpendicular to the VDT to eliminate screen glare and eye strain.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Frequent-Use Item Accessibility**	Items used frequently (phones, staplers, calculators) are within primary reach zone to prevent excessive reaching.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Sit-Stand Desk Mechanism (If Applicable)**	Adjustable sit-stand platform operates smoothly without binding, pinch points, or electrical cord tension hazards.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

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

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