OpsAuditHub opsauditihub.com	DOC ID: **SAF-0195**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA General Duty Clause Section 5(a)(1) & ISO 45001:2018**	AUDIT FREQUENCY: **Quarterly Audit**

Workplace Ergonomic Assessment Sop Template

Operational Scope: This Standard Operating Procedure establishes a systematic process for evaluating office workstation ergonomics to mitigate musculoskeletal disorder (MSD) risks. Compliance is mandatory for all facility management teams conducting ergonomic evaluations across corporate office environments.

MANDATORY PPE:	Facility Badge / Identification, Anti-Static Wrist Strap (for hardware checks), Measuring Tape (ANSI-compliant), Digital Lux Meter (for lighting assessment), Comfortable Walking Shoes
PREREQUISITES:	Coordinate with department manager and employee prior to workstation assessment | Verify calibration of measuring tools and digital lux meter | Review previous ergonomic ticket history and employee symptom logs

SECTION 1: SEATING AND LOWER BODY ALIGNMENT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Chair Height Adjustment**	Feet must rest flat on the floor or on a footrest, with knees bent at a 90 to 100-degree angle.	Standard	[ ] PASS [ ] FAIL [ ] N/A
2	**Lumbar Support**	Lower backrest must firmly support the lumbar curve without causing unnatural forward pelvic tilt.	Warning	[ ] PASS [ ] FAIL [ ] N/A
3	**Seat Pan Depth and Width**	A 2-to-4 inch clearance must exist between the front edge of the seat and the back of the employee's knees.	Standard	[ ] PASS [ ] FAIL [ ] N/A
4	**Armrests Positioning**	Armrests must allow shoulders to relax and elbows to bend at 90 degrees, supporting forearms without forcing shrugging.	Standard	[ ] PASS [ ] FAIL [ ] N/A

SECTION 2: MONITOR, KEYBOARD, AND INPUT DEVICES

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Primary Monitor Height and Distance**	Top line of the screen must be at or slightly below eye level, positioned an arm's length (20-28 inches) away.	Warning	[ ] PASS [ ] FAIL [ ] N/A
6	**Dual Monitor Alignment**	Primary screen centered directly in front of the user; secondary screen angled inward by no more than 30 degrees if used equally.	Standard	[ ] PASS [ ] FAIL [ ] N/A
7	**Keyboard and Mouse Placement**	Input devices must be on the same surface, allowing wrists to remain in a neutral, straight position while typing.	Warning	[ ] PASS [ ] FAIL [ ] N/A
8	**Document Holder Utilization**	Source documents must be placed adjacent to the monitor on an inline document holder to prevent repetitive neck twisting.	Standard	[ ] PASS [ ] FAIL [ ] N/A

SECTION 3: ENVIRONMENTAL FACTORS AND WORK HABITS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**Task Lighting and Glare Control**	Ambient and task lighting must prevent screen glare; windows must have functioning blinds or diffusers.	Warning	[ ] PASS [ ] FAIL [ ] N/A
10	**Desk Surface Clearance**	Under-desk clearance must be free of CPU towers, boxes, or cables obstructing leg movement or postural shifts.	Critical (Immediate Out of Service)	[ ] PASS [ ] FAIL [ ] N/A
11	**Micro-Break and Stretching Compliance**	Employee must demonstrate awareness of scheduled postural breaks (e.g., 5-minute break every hour of continuous typing).	Standard	[ ] PASS [ ] FAIL [ ] N/A

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

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