

# C. A. S.H.

## County of Alameda Safety and Health

### Ergonomic Considerations When Ordering Equipment and/or Remodeling Offices

No.	Question	Yes	No
1.	Consider the people in the work unit before ordering. What are their sizes, tasks, and special needs?		
2.	Do any of employees already have special equipment provided through workers' compensation or the Americans with Disabilities Act that will need to be moved? Where will the employees be relocated? Will all of the items need to be retained or can some of them be substituted with the new items being ordered? Will a new ergonomic evaluation be needed for this person in new location?		
3.	Will some workstations require more flexibility to accommodate multiple users? Would a sit-stand workstation be appropriate?		
4.	Should some different chairs be ordered to fit the petite and large-sized members of the staff?		
5.	Do the keyboards retract & allow for negative tilt? Are they height adjustable & long enough for mouse on the tray? Is there enough room for legs under the desk?		
6.	Have you looked at counter spaces at Clerk Recorder's Office, 1106 Madison; the Computer Lab in the Conference Center (call 271.5183 or x25183 for appointment)?		
7.	Have you contacted Ulis Redic, Risk Management, for a review or your floor/space plans?		
8.	Have you considered monitor placement on desks in relation to windows and other light sources, overhead shelving units, and tasks performed?		
9.	What are the actual adjustable features on the chairs under consideration? Are they really ergonomic? Does the seat pan slide, the arms pivot, the height and lumbar adjust on back, etc?		
10.	Are any of your staff members left-handed? Are workstations set up to accommodate them, as well as the right-handed persons?		
11.	What tasks are performed by staff members? Are different work spaces needed at different heights for computer and writing work?		
12.	Are counters, overhead shelving, and filing cabinets at proper heights to avoid any excessive reaching, twisting and bending?		