Office Ergonomic Evaluation Details

Below are greater details regarding the ergonomic evaluation services offered through the CSU Office of Risk Management & Insurance (RMI) Ergonomics Program. Although the below provides a general outline of what commonly takes place during an evaluation, all situations and employees are different and procedures may be modified as the situation dictates.

**Level 1 – Ergonomic Evaluation (Concise Overview – Less Detailed)**

An ergonomic specialist will visit the requesting employee’s worksite and provide a concise ergonomic evaluation of the employee’s workstation.

This level of evaluation is brief in nature and involves the ergonomic specialist obtaining brief information from the employee. Few measurements and details are obtained unless deemed necessary by the ergonomics specialist.

A concise report indicating identified concerns along with potential recommendations will be provided following the evaluation.

This level of evaluation can be requested if an employee does not wish to have a detailed/comprehensive evaluation and would like a less detailed analysis of their workstation.

This type of evaluation may be useful for employees who have had an ergonomic evaluation of the same workstation in the past, have attended formal Office Ergonomics Training or is confident their workstation is well setup ergonomically.

**Overall time = 15-30 minutes (approximately)**

It is not required to have a Level 1 evaluation prior to requesting a Level 2 evaluation.

Click below to schedule an ergonomic evaluation:

[Ergonomic Evaluation Questionnaire](#)
Level 2 – Ergonomic Evaluation (Comprehensive Overview – More Detailed)

An ergonomic specialist will visit the requesting employee’s work site and provide a detailed ergonomic evaluation of the employee’s workstation.

The ergonomic specialist will need to observe the employee performing regular work in order to appropriately identify and evaluate exposure to injury risk factors. During the ergonomic evaluation, the ergonomic specialist will observe the employee performing regular work in order to appropriately identify and evaluate exposure to injury risk factors and take appropriate measurements including but not limited to workstation height, reach distance, viewing distance and postures. Environmental factors such as lighting and noise will also be evaluated. *Pictures and/or video of the job tasks performed may also be taken which allows the ergonomic specialist to document postures, equipment used and work performed. Pictures are also used in the ergonomic evaluation report. Observation and evaluation of work performed lasts anywhere from 5-30 minutes. (Observation times will vary depending on the situation and job tasks performed.)

Using the data collected, the ergonomic specialist will discuss the identified injury risks factors and make recommendations to control those risks with the appropriate modifications. A detailed report indicating risk factors identified, methods to eliminate or control injury risk exposures and specific recommendations will be provided following the evaluation.

This level of evaluation can be requested in place of or following either a self-assessment or a Level 1 ergonomic evaluation if an employee wishes to have a more detailed and comprehensive evaluation of their workstation.

This type of evaluation is useful for employees who have had gone through the self-assessment program and/or have had a Level 1 evaluation and need additional help, or if an employee simply wishes to have a more detailed overview of their workstation.

Overall time = 30-60 minutes (approximately).
If there are any additional questions please call or email.

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*As mentioned above, along with the observation, the ergonomics specialist will ideally take pictures of you working at your workstation. If you prefer not to have picture taken, please notify the ergonomic specialist. As another option, you may choose to be in or out of the photos, depending on your comfort level. Taking photos allows the ergonomic specialist to further illustrate postures during a given job task. These are extremely valuable in documenting the injury risk factor identified as well as simply to illustrate certain aspects of the workstation setup for future reference as well as for employee and/or management education and awareness.

The photos (if taken) will only be used by the ergonomist and will be included in the written ergonomic evaluation report. At the minimum, a photo of your desk, chair, etc. will be taken to document aspects of the workstation. Photos will not be used for other purposes unless consent is granted.