

USGBC Ergonomics Requirements for Innovation and Design Point:

Example of a User Survey for Ergonomics Issues

INSTRUCTIONS

This survey form should be distributed to all relevant users and at least a 30% response should be obtained. The following form can be printed. Positive response can be summed for each user: the closer the total score is to 15 the better the ergonomic design of the immediate workplace. Responses to each question can be tabulated for all users to determine where there is the greatest need for improvement.

The form can be administered before-and-after any ergonomic design changes have been made.

User Survey for Ergonomics Issues

How satisfied are you with each of the following:	Are you Satisfied?	
1. Workstation allows me to work in a comfortable, supported neutral posture	No (0)	Yes (1)
2. Workstation allows me to efficiently arrange my work items within easy reach	No (0)	Yes (1)
3. Chair is comfortable, easy to adjust, and provides good back support	No (0)	Yes (1)
4. Keyboard is within easy reach and comfortably positioned for use with flat and straight hands	No (0)	Yes (1)
5. Mouse, trackball or touchpad within easy reach and comfortably positioned for use with my arm close by my side and my hand in flat and straight posture	No (0)	Yes (1)
6. Screen(s) within easy reach and comfortably positioned for viewing without neck bent or twisted	No (0)	Yes (1)
7. Document(s) within easy reach and comfortably positioned near screen for viewing without neck bent or twisted	No (0)	Yes (1)
8. No visible glare on screen(s) or document(s)	No (0)	Yes (1)
9. Sufficient light to comfortable read paper documents	No (0)	Yes (1)
10. Worksurface is at a comfortable working height	No (0)	Yes (1)
11. Adequate leg clearance under worksurface	No (0)	Yes (1)
12. Feet are supported on floor or support surface	No (0)	Yes (1)
13. I never experience frequent neck, back, shoulder, arm, hand or legs discomfort at my workstation	No (0)	Yes (1)
14. Temperature usually is comfortable and indoor air quality is acceptable	No (0)	Yes (1)
15. Background noise and speech privacy level usually is acceptable	No (0)	Yes (1)
TOTAL SCORE (add all of the scores together)		