Department Ergonomic Design Questions

The ergonomics-related questions below are offered as a guide for department leads, staff, and designers to use in planning an office space redesign or relocation. The department's injury prevention ergonomics representative is available to assist in the planning process upon request http://hr.umich.edu/mhealthy/programs/ergonomics/how.html

1. Considering your current work area’s effect on the users’ comfort and productivity, what design and equipment features would you want to
   a. Copy in your new design?
   b. Leave out in your new design?

2. Will the planned work space size and configuration support all job functions in an efficient and comfortable manner for use by those of various sizes? Consider work surface, chair, computer, keyboards, mouse, monitor, phone, paperwork, printer, copier, fax, storage, co-workers, etc.
   a. Customer Service/Reception Area
   b. Single User workstations
   c. Multiple-User workstations
   d. Unique needs

3. Is lighting appropriate for work tasks?
   a. Adjustable task lighting for brightness and position (where needed)
   b. Minimizes glare from internal and external resources

4. Can each employee perform all job tasks without interruption of work or unnecessary distraction?
   a. Sound masking as appropriate
   b. Visual distractions minimized
   c. Minimize distractions from moving people and/or equipment in work area

5. Are all personnel being considered when the layout and equipment decisions are being made?
   a. Primary users
   b. Maintenance
   c. Housekeeping
   d. Computer support
   e. Delivery staff

6. Will floor coverings, pathways and traffic flow patterns support safe movement of people and materials through the work area without congestion?
   a. Is there a need for powered entry doors when moving equipment?
   b. Will carts fit easily within pathways?
   c. Will wheels move easily on floor coverings?
7. Do **electrical, data and phone outlet placements** allow for:
   a. Easy access  
   b. Efficient cord management  
   c. Preventing trip hazards

8. Is there sufficient and accessible **storage space** for materials and equipment?
   a. Materials are near location for use  
   b. Leg space under work stations is open  
   c. Clutter and trip hazards are avoided  
   d. Overhead and floor level reaching are minimized

9. If there are **anticipated changes** in work processes or tasks, does the planned work space have enough flexibility to support those future needs?

10. Would you like an **ergonomics representative** to assist in the design process?
    a. No  
    b. Yes. [http://hr.umich.edu/mhealthy/programs/ergonomics/how.html](http://hr.umich.edu/mhealthy/programs/ergonomics/how.html)
    * Programs to contact for Ergonomics Injury Prevention and Departmental Interventions
      - Ann Arbor: [Environmental Health and Safety](http://hr.umich.edu/mhealthy/programs/ergonomics/how.html)
      - Dearborn: [Environmental Health and Safety](http://hr.umich.edu/mhealthy/programs/ergonomics/how.html)
      - Flint: [Environment, Health and Safety](http://hr.umich.edu/mhealthy/programs/ergonomics/how.html)
      - MI Medical (available to U-M hospitals and health centers only): [Safety Management Services](http://hr.umich.edu/mhealthy/programs/ergonomics/how.html)