



ROSA Method

FIELD SHEET

Generic Workstation and Assessment Information

| | |
|-------------------------------|--|
| Workstation identifier | |
| Description | |
| Company | |
| Departament / Area | |
| Section | |

Evaluator Information

| | |
|---------------------------|--|
| Evaluating Company | |
| Evaluator's Name | |
| Evaluation Date | |

Datos del trabajador

| | |
|---|--|
| Worker data | |
| Gender | |
| Age | |
| Seniority in the position | |
| Time occupying the workstation per day | |
| Duration of workday | |

Remarks

➔ Chair



⌚ Time: Indicate how long the chair is used during the day..

- Less than 1 hour in total per day or less than 30 minutes uninterrupted
- Between 1 and 4 hours in total per day or between 30 minutes and 1 hour uninterrupted
- More than 4 hours per day or more than 1 hour uninterrupted

Seat



Regarding the seat height, indicate the situation or select the corresponding image

- Knees bent at 90° approximately.
- Seat too low. Knee angle < 90°.
- Seat too high. Knee angle > 90°.
- No contact of feet with the floor.



Knees bent at 90° approximately.



Seat too low. Knee angle < 90°.



Seat too high. Knee angle > 90°.



No contact of feet with the floor.

Regarding the seat depth, indicate the situation or select the corresponding image

- Approximately 8 cm of space between the seat and the back of the knees.
- Very long seat. Less than 8 cm of space between the seat and the back of the knees.
- Very short seat. More than 8 cm of space between the seat and the back of the knees.



Approximately 8 cm of space between the seat and the back of the knees.



Very long seat. Less than 8 cm of space between the seat and the back of the knees.



Very short seat. More than 8 cm of space between the seat and the back of the knees.

In addition, indicate or select the image if...

- Insufficient leg room under the table.
- The seat height is not adjustable.
- The seat depth is not adjustable.



Insufficient leg room under the table.



The seat height is not adjustable.



The seat depth is not adjustable.

Armrest



Regarding the **armrests**, indicate the situation or select the corresponding image

- Elbows well supported in line with shoulders. Shoulders are relaxed.
- Armrests are too high. Shoulders are shrugged.
- Armrests too low. Elbows do not rest on them.



In addition, indicate or select the image if...

- Armrests too wide apart.
- The surface of the armrest is hard or damaged.
- Armrests not adjustable.

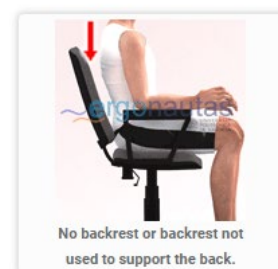
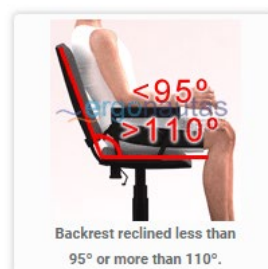


Backrest



Regarding the **backrest**, indicate the situation or select the corresponding image

- Reclining backrest between 95 and 110° and adequate lumbar support.
- Backrest without lumbar support or lumbar support not located in the lower back.
- Backrest reclined less than 95° or more than 110°.
- No backrest or backrest not used to support the back.



In addition, indicate or select the image if...

Work surface too high. Shoulders are shrugged.

Seat backrest not adjustable.



→ Peripherals

Monitor

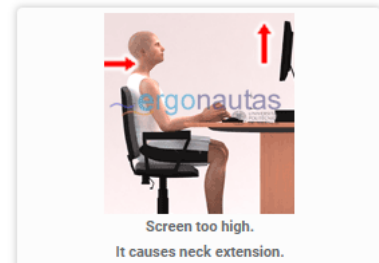
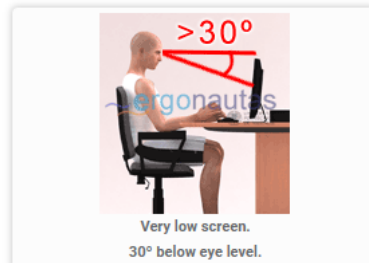
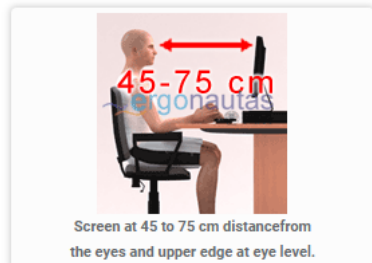


○ Time: Indicate how much time the display is used during the day.

- Less than 1 hour in total per day or less than 30 minutes uninterrupted
- Between 1 and 4 hours in total per day or between 30 minutes and 1 hour uninterrupted
- More than 4 hours per day or more than 1 hour uninterrupted

Regarding the screen, indicate the situation or select the corresponding image

- Screen at 45 to 75 cm distance from the eyes and upper edge at eye level.
- Very low screen (30° below eye level).
- Screen too high. It causes neck extension.



In addition, indicate or select the image if...

Lateral deviation of the screen. It is necessary to turn the neck.

It is necessary to handle documents and there is no lectern or stand for them.

Glare or reflections on the screen.



Telephone



Time: Indicates how much time is spent on the telephone during the day.

- No telephone is used.
- Less than 1 hour in total per day or less than 30 minutes uninterrupted
- Between 1 and 4 hours in total per day or between 30 minutes and 1 hour uninterrupted
- More than 4 hours per day or more than 1 hour uninterrupted

Regarding the telephone, indicate the situation or select the corresponding image

- Headphones are worn or the telephone is used with one hand and with the neck in neutral position. The telephone is close (30 cm or less).
- The phone is far away. More than 30 cm away.



Headphones are worn or the telephone is used with one hand and with the neck in neutral position. The telephone is close (30 cm or less).



The phone is far away. More than 30 cm away.

In addition, indicate or select the image if...

- The phone is held between the neck and shoulder.
- The telephone does not have a hands-free function.



The phone is held between the neck and shoulder.



The telephone does not have a hands-free function.

Mouse



Tiempo: Indicate how much time the mouse is used during the day.

- No mouse is used.
- Less than 1 hour in total per day or less than 30 minutes uninterrupted
- Between 1 and 4 hours in total per day or between 30 minutes and 1 hour uninterrupted
- More than 4 hours per day or more than 1 hour uninterrupted

Regarding the mouse, indicate the situation or select the corresponding image

- The mouse is aligned with the shoulder.
- The mouse is not aligned with the shoulder or is away from the body.



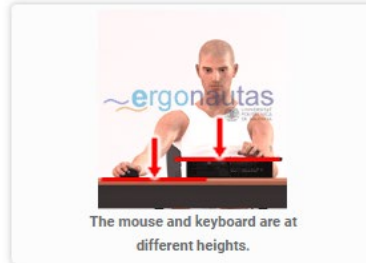
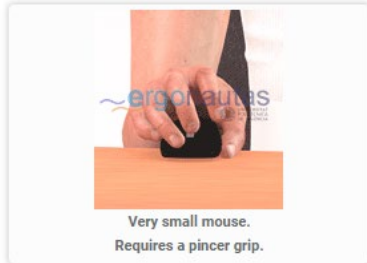
The mouse is aligned with the shoulder.



The mouse is not aligned with the shoulder or is away from the body.

In addition, indicate or select the image if...

- Very small mouse. Requires a pincer grip.
- The mouse and keyboard are at different heights.
- Hard hand rest or there are points of pressure on the hand when using the mouse.



Keyboard

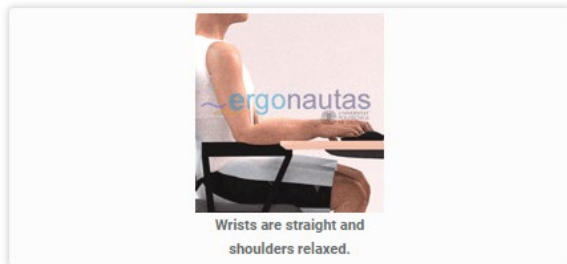


Time: Indicate how much time the keyboard is used during the day.

- No keyboard is used.
- Less than 1 hour in total per day or less than 30 minutes uninterrupted
- Between 1 and 4 hours in total per day or between 30 minutes and 1 hour uninterrupted
- More than 4 hours per day or more than 1 hour uninterrupted

Regarding the keyboard, indicate the situation or select the corresponding image

- Wrists are straight and shoulders relaxed.
- The wrists are extended more than 15°.



In addition, indicate or select the image if...

- The wrists are deviated laterally inward or outward.
- The keyboard is too high. The shoulders are shrugged.
- The keyboard, or the platform on which it rests, is not adjustable.
- Objects should be reached away or above head level.

