**Office Ergonomics Self-Assessment Checklist**

The goal of this checklist is to help you assess your workstation set-up so that you may optimize comfort and avoid aches in pains.

| **What to look for** | **Tips / Possible Solutions** |
| --- | --- |
| legs and back |
| Do you have enough legroom? | * If you can, try out the adjustments on your chair (back, height, tilt, armrests).
* Also, sit back in your chair and tuck in your abdominal muscles.
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| Are your feet are flat on the floor or on a footrest? |
| Are your hips are slightly above your knees? |
| Is the lumbar support is positioned to support the curve of the lower back? |
| Is there a 1 to 4 inch gap between the edge of your seat and the back of your knees? |
| neck and head |
| Have you adjusted your monitor so that the top is at or slightly below eye level? | * What you look at or use the most should be placed directly in front of you.
* Avoid cradling the phone. Consider using the speaker.
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| Is the monitor directly in front of you and approximately one arm’s length away? |
| arms, wrists, and hands |
| Can you adjust your keyboard and mouse at or slightly lower than elbow height? | * Use minimum force while striking keys.
* Avoid resting elbows, forearms, wrists on sharp edges
* Elbows should hang close to the body.
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| Are your wrists straight while typing and mousing (i.e. not bent up or down)? |
| Is the mouse at the same level as and next to the keyboard? |
| Are your shoulders relaxed and not hunched while you work? |
| eyes |
| Is the monitor positioned so as to avoid glare or reflection? | * Place monitor perpendicular to windows and use blinds to prevent glare.
* Try gazing at a distant object (20/20/20 rule) or blinking to give your eyes a break.
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| Are the fonts and images sharp, clear and easy to read? |
| other |
| Do you keep often used items within easy reach?  | * Position what you use only occasionally further away to avoid frequent over-reaching.
* Keep your work area neat and tidy.
* Take mini-breaks from the computer.
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| Do you alternate tasks throughout the day? |
| Do you allow time for stretching and mini-pauses during the day? |
| Is the lighting adequate? | * You need more light to read a paper document then when reading on a computer.
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If most of your answers are **yes**, then you have arranged your workstation to your needs. However, if most of your responses are **no**, you can refer to the tips to determine if you can make some changes and improvements to your workstation.