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 and 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).
Are your feet resting flat on the floor or on a footrest?	
Are your hips slightly above your knees?	▪ Also, sit back in your chair, with full back support, and tuck in your chin.
Is the lumbar support 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.
Is the monitor directly in front of you and at a distance where you can see it clearly?	
ARMS, WRISTS, AND HANDS	
Can you adjust your keyboard and mouse to slightly below elbow height?	▪ Adjust the height of your desk or install a keyboard and mouse support.
Are your wrists straight while typing and mousing (i.e. not bent up or down)?	▪ Use minimum force while striking keys. ▪ Avoid resting elbows, forearms, wrists on the sharp edges of the desk
Is the mouse at the same level as and next to the keyboard?	▪ Upper arms should hang close to the body, shoulders should be a relaxed, "down" position, wrists in a neutral, "flat" position.
Are your shoulders relaxed and not hunched while you work?	▪ Start alternating hands for the mousing task.
EYES	
Is the monitor positioned to avoid glare or reflection?	▪ Place monitor perpendicular to windows and use blinds to prevent glare. ▪ Keep your monitor clean and smudge-free.
Are the fonts and images sharp, clear and easy to read?	▪ Have regular eye exams ▪ Try gazing at a distant object periodically (20/20/20 rule) or blinking to give your eyes a break.
OTHER	
Do you keep frequently used items within easy reach?	▪ Position what you use only occasionally further away to avoid frequent over-reaching or twisting.
Do you alternate tasks throughout the day?	▪ Keep your work area neat and tidy.
Do you allow time for stretching and mini-pauses during the day?	▪ Take mini-breaks from the computer.
Is the lighting adequate?	▪ You need more light to read a paper document then when reading on a computer.

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