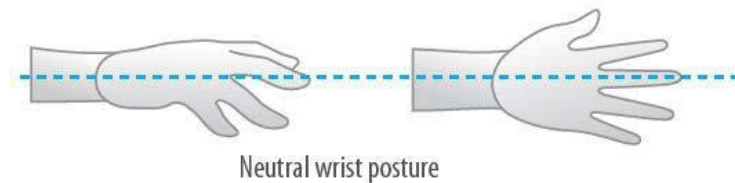
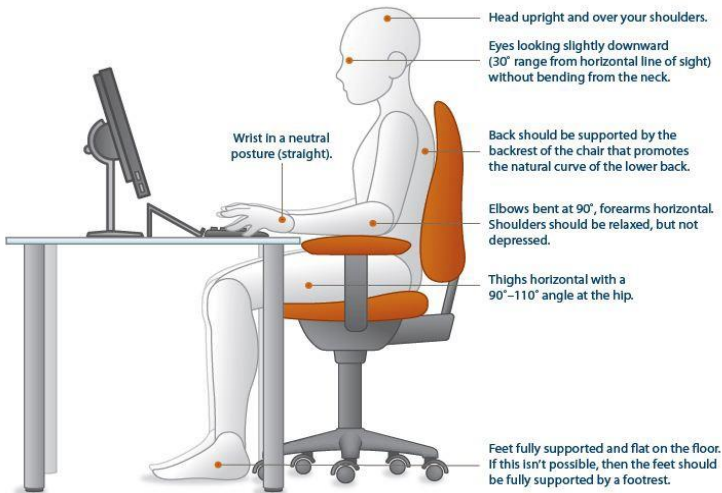


## Office Ergonomics: Self-Assessment Checklist

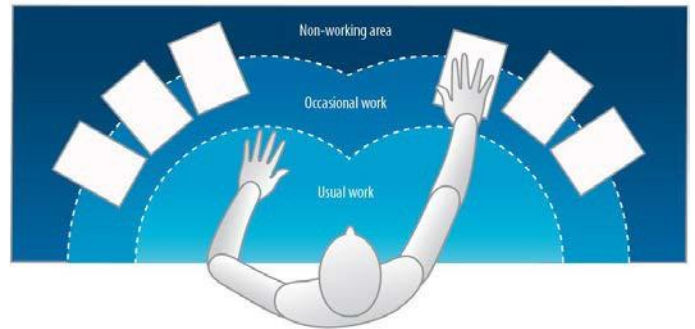
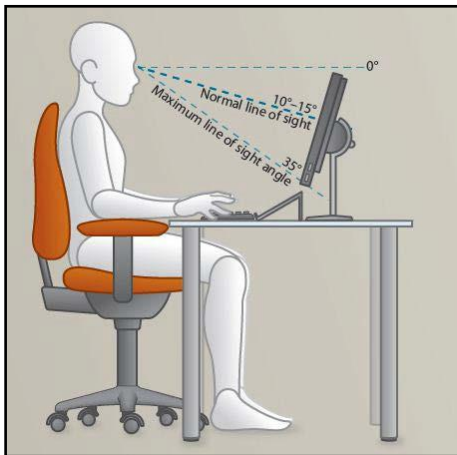
The goal of this self-assessment is to help you set up your workstation for optimal comfort and performance. If accessories are needed, please forward the completed checklist to your People Leader with a request for needed accessories. *(More information can be referenced by taking the Office Ergonomics CBT in Growing U)*

Item	The Office Chair	Yes	No	N/A	Suggested Actions
1.	Can the height, seat and back of the chair be adjusted to achieve the posture outlined below?				<ul style="list-style-type: none"> <li>Obtain a fully adjustable chair</li> </ul>
2.	Are your feet fully supported by the floor when you are seated?				<ul style="list-style-type: none"> <li>Lower the chair</li> <li>Use a footrest</li> </ul>
3.	Does your chair provide support for your lower back?				<ul style="list-style-type: none"> <li>Adjust chair back</li> <li>Obtain proper chair</li> <li>Obtain lumbar roll</li> </ul>
4.	When your back is supported, are you able to sit without feeling pressure from the chair seat on the back of your knees?				<ul style="list-style-type: none"> <li>Adjust seat pan</li> <li>Leave space between chair and knees (3 fingers)</li> <li>Add a back support</li> </ul>
5.	Do your armrests allow you to get close to your workstation?				<ul style="list-style-type: none"> <li>Adjust armrests</li> <li>Remove armrests</li> </ul>
6.	Does your chair have five casters at the base for proper support?				<ul style="list-style-type: none"> <li>Use chairs with five casters</li> <li>Match casters with floor type</li> </ul>



Item	Keyboard and Mouse	Yes	No	N/A	Suggested Actions
7.	Are your keyboard and mouse at your elbow level?				<ul style="list-style-type: none"> <li>Raise or lower keyboard</li> <li>Raise or lower chair</li> </ul>
8.	Are frequently used items located within the optimum horizontal work zone?				<ul style="list-style-type: none"> <li>Rearrange workstation</li> </ul>
9.	Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface? The wrists should float when typing to avoid contact stress				<ul style="list-style-type: none"> <li>Move keyboard to correct position</li> <li>Use wrist pad</li> </ul>
10.	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? <i>The keyboard should be flat and <u>not</u> propped up on keyboard legs as an angled keyboard may place the wrist in an awkward posture when keying.</i>				<ul style="list-style-type: none"> <li>Re-check chair, raise or lower as needed</li> <li>Keep wrists neutral when typing</li> <li>Check keyboard and mouse height</li> </ul>

11.	Is your mouse at the same level and as close as possible to your keyboard?				<ul style="list-style-type: none"> <li>• Move mouse closer to keyboard</li> <li>• Obtain larger keyboard tray if necessary</li> </ul>
<b>Item</b>	<b>WorkSurface</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Suggested Actions</b>
12.	Is your monitor positioned directly in front of you, with a viewing distance between 18"-30"  Note: the monitor's location is dependent on the size of the monitor, the font, screen resolution and the individual user e.g. vision/use of bifocal spectacles etc.				<ul style="list-style-type: none"> <li>• Reposition monitor</li> <li>• Seek an alternative monitor if necessary e.g. flat screen that uses less space</li> </ul>
13.	Is your monitor height slightly below eye level?				<ul style="list-style-type: none"> <li>• Add or remove monitor stand</li> <li>• Adjust monitor height</li> </ul>
14.	Is document holder at monitor height?				<ul style="list-style-type: none"> <li>• Adjust document holder to improve neck posture and reduce eye fatigue</li> </ul>
15.	Is your monitor and work surface free from glare?				<ul style="list-style-type: none"> <li>• Windows at side of monitor</li> <li>• Adjust overhead lighting</li> <li>• Cover windows</li> <li>• Obtain antiglare screen</li> </ul>
16.	Do you have appropriate light for reading or writing documents?				<ul style="list-style-type: none"> <li>• Obtain desk lamp</li> <li>• Place on left if right-handed – place on right if left handed</li> </ul>



<b>Item</b>	<b>Breaks</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Suggested Actions</b>
17.	Do you take postural breaks every 30 minutes? (e.g. standing, walking to printer / fax etc.)				<ul style="list-style-type: none"> <li>• Set reminders to take breaks</li> </ul>
18.	Do you take regular eye breaks from looking at your monitor?				<ul style="list-style-type: none"> <li>• Refocus on picture on wall every 30 minutes</li> </ul>
19.	Do you alternate between work activities that use different muscle groups to avoid muscle fatigue?				<ul style="list-style-type: none"> <li>• Use different muscle groups</li> </ul>



Item	Accessories	Yes	No	N/A	Suggested Actions
20.	Is there a sloped desk surface or angle board for reading and writing tasks if required?				<ul style="list-style-type: none"><li>• Obtain an angle board</li></ul>
21.	Are you using a headset or speakerphone if you are writing or keying while talking on the phone?				<ul style="list-style-type: none"><li>• Obtain a headset if using the phone and keyboard</li></ul>

Item	Laptop	Yes	No	N/A	Suggested Actions
22.	In the event of using a laptop computer for prolonged periods of time use of; <ul style="list-style-type: none"><li>• A full sized external keyboard and mouse;</li><li>• Docking station with full sized monitor or a laptop stand</li></ul>				<ul style="list-style-type: none"><li>• Obtain appropriate laptop accessories</li></ul>