

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?	<ul style="list-style-type: none"> ▪ 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.
Are your feet flat on the floor or on a footrest?	
Are your hips slightly above your knees?	
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?	<ul style="list-style-type: none"> ▪ What you look at or use the most should be placed directly in front of you. ▪ Avoid cradling the phone. Consider using the speaker.
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?	<ul style="list-style-type: none"> ▪ Use minimum force while striking keys. ▪ Avoid resting elbows, forearms, wrists on sharp edges ▪ Elbows should hang close to the body.
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?	<ul style="list-style-type: none"> ▪ 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.
Are the fonts and images sharp, clear and easy to read?	
OTHER	
Do you keep often used items within easy reach?	<ul style="list-style-type: none"> ▪ 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. ▪ You need more light to read a paper document than when reading on a computer.
Do you alternate tasks throughout the day?	
Do you allow time for stretching and mini-pauses during the day?	
Is the lighting adequate?	

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.