


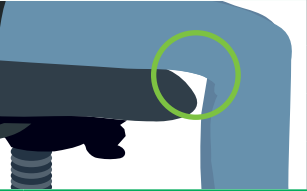



# Office ergonomics Self-assessment checklist






The goal of this self-assessment checklist is to help you to set up your office optimally for your self-productivity. This checklist is for reference only and does not replace an ergonomics workstation assessment carried out by a professional ergonomist.

1 POSTURE	✓	✗	If <b>NO</b> what to do/suggested actions:
<b>A Is your back straight and well supported when seated?</b>			
			Sit back in your chair Adjust lumbar support to fit the lower back Use cushion to support your lumbar
<b>B Are your thighs parallel to the ground (90-110° angle at the hip) when seated?</b>			
			Raise/lower your chair height Add flat cushion on the seat to raise you
<b>C Are your feet fully supported on ground when you are seated?</b>			
			Add foot rest/cardboard boxes beneath your feet
<b>D Is there space (1-2 finger depth) available between your seat and back of the knees?</b>			
			Add cushion/back support to your back
<b>E Are your shoulders relaxed (not slouched/ raised) while seated?</b>			
			Adjust /remove your arm rests Raise your chair height Add flat cushion on the seat to raise you

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<b>2 WORK SPACE</b>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<b>If NO what to do/suggested actions:</b>
<b>A Are your keyboard, mouse and work surface at your elbow height (belly button height)?</b>		
		<ul style="list-style-type: none"> <li>Raise / lower workstation</li> <li>Raise or lower keyboard</li> <li>Raise or lower chair</li> <li>Add flat cushion on the seat to raise you</li> </ul>
<b>B Are your arms relaxed and parallel to the ground while typing?</b>		
		<ul style="list-style-type: none"> <li>Adjust /remove your arm rests</li> <li>Raise your chair height</li> <li>Add flat cushion on the seat to raise you</li> </ul>
<b>C Are your wrists straight (not bent up or down) while typing?</b>		
		<ul style="list-style-type: none"> <li>Keyboard should be flat, not propped up on keyboard legs</li> <li>An angled keyboard may place the wrist in an awkward posture</li> <li>Re-check chair, raise or lower as needed</li> </ul>
		<ul style="list-style-type: none"> <li>Check posture</li> <li>Check keyboard and mouse height</li> </ul>
<b>D Is your mouse at the same level and as close as possible to your keyboard?</b>		
		<ul style="list-style-type: none"> <li>Move mouse closer to keyboard</li> <li>Obtain larger keyboard tray if necessary</li> </ul>
<b>E Are you using a headset or speaker phone while writing or typing while talking on the phone?</b>		
		<ul style="list-style-type: none"> <li>Obtain a headset if using the phone and keyboard</li> </ul>
<b>F When using a laptop for prolonged periods of time are you using appropriate laptop accessories?</b>		
		<ul style="list-style-type: none"> <li>Use a full-sized external keyboard and mouse</li> <li>Use a full sized monitor or a laptop stand</li> <li>Use a TV with HDMI/VGA as an external monitor</li> <li>Stack books if laptop or monitor stand not available</li> </ul>

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3 MONITOR	✓	✗	If <b>NO</b> what to do/suggested actions:
<b>A Is your monitor positioned directly in front of you?</b>			
			Reposition monitor
<b>B Is your monitor positioned at least an arm's length away?</b>			
			Reposition monitor Seek an alternative monitor if necessary e.g. flat screen that uses less space
<b>C Is your monitor height slightly below eye level?</b>			
			Add or remove monitor stand Adjust monitor height
<b>4 LIGHTING</b>			
✓ ✗ If <b>NO</b> what to do/suggested actions:			
<b>A Is your monitor and work surface free from glare?</b>			
			Windows at side of monitor Adjust overhead lighting Cover windows Obtain anti-glare screen
<b>B Do you have appropriate light for reading or writing documents?</b>			
			Obtain a desk lamp Place on left if right-handed – on the right if left handed

