

## Office Ergonomics Self-Assessment Checklist

Use the checklist below to determine if your computer workstation is properly adjusted.

Name:

Location:

	YES	NO
<b>Keyboard and Mouse</b>		
When working on the computer, are your upper arms relaxed at your sides with your elbows at about a 90 degree angle?	<input type="checkbox"/>	<input type="checkbox"/>
Is the keyboard positioned just below elbow level, and are your forearms horizontal with your wrists in a straight (neutral) position?	<input type="checkbox"/>	<input type="checkbox"/>
Is the mouse located close to and at the same height as the keyboard?	<input type="checkbox"/>	<input type="checkbox"/>
Are your forearms and wrists not resting on sharp edges while using the keyboard and mouse?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Chair</b>		
Do you know how to adjust your chair for maximum comfort?	<input type="checkbox"/>	<input type="checkbox"/>
Are your chair's adjustment mechanisms in good order?	<input type="checkbox"/>	<input type="checkbox"/>
Is your lower back supported by the chair's lumbar support and are there about 2 to 3 finger-widths between the back of your knee and the front of the chair?	<input type="checkbox"/>	<input type="checkbox"/>
Are your feet flat on the floor or supported by a footrest?	<input type="checkbox"/>	<input type="checkbox"/>
Are your thighs parallel to the floor with about a 90 to 110 degree angle at the hips?	<input type="checkbox"/>	<input type="checkbox"/>
If arm rests are present, can they be lowered enough to allow you to tuck yourself in close to the desk / keyboard tray?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Computer Monitor</b>		
While looking at the monitor with your head and neck in a relaxed position, is the top line of text at about eye level?	<input type="checkbox"/>	<input type="checkbox"/>
Is your monitor positioned about an arm's length away?	<input type="checkbox"/>	<input type="checkbox"/>
Is your monitor adjusted to a comfortable level of brightness and contrast?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lighting</b>		
Are lighting levels adequate for the tasks being done?	<input type="checkbox"/>	<input type="checkbox"/>
Is your monitor free from glare and reflections from task/overhead lights or windows?	<input type="checkbox"/>	<input type="checkbox"/>

**Workstation Organization and Task Design**

- Are frequently used items (e.g. telephone, calculator) located within easy reach?
- Do you have sufficient leg room (i.e. do not store items under the desk that could restrict leg movement)?
- Do you take regular 5-minute breaks away from the computer each hour throughout the day?
- Do you remember to change posture, stretch and move your muscles regularly?

**Accessories**

- If you frequently refer to source documents is a document holder available?
- Is the document holder placed between the monitor and the keyboard, or beside and at the same height, as your monitor?

If you answered **NO** to any of the questions above, refer to the additional ergonomic resources provided in this section of the website to help you improve the ergonomics of your workstation.