

Office Ergonomics Self-Assessment Checklist**Review Information**


Your Name: [Your Name]

Date: [Date]


Guidelines

Use this checklist to review and assess your workstation periodically. This tool will help remind you about proper office ergonomics and help prevent repetitive motion injuries. Please contact the EHS Office for a more thorough assessment if you feel you need one


Legs and Back

	YES	NO	
Do you have enough legroom	<input type="checkbox"/>	<input type="checkbox"/>	 Try out different adjustments on your chair to find the one that is the most comfortable for you.
Chair adjustment	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Feet flat on the floor or footrest</i>	<input type="checkbox"/>	<input type="checkbox"/>	Sit back in your chair and tuck in your abdominal muscles.
<i>Hips slightly higher than your knees</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Lumbar support positioned to support the curve of your back</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>1 to 4 inch gap between the edge of your seat and the back of your knees</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Neck and Head

	YES	NO	
Monitor at or slightly below eye level	<input type="checkbox"/>	<input type="checkbox"/>	 What you look at the most should be placed directly in front of you (main monitor, documents holder)
Monitor directly in front of you and arms length away	<input type="checkbox"/>	<input type="checkbox"/>	
Document holder adjacent to the monitor (if used)	<input type="checkbox"/>	<input type="checkbox"/>	Avoid cradling the phone between your ear and shoulder. Consider a headset if you are on the phone a lot.

Arms, Wrists and Hands

	YES	NO	
Keyboard and mouse slightly lower than elbow height	<input type="checkbox"/>	<input type="checkbox"/>	 Avoid resting elbows, forearms or wrists on sharp edges. Elbows Should hang close to the body.
Wrists in "neutral" position	<input type="checkbox"/>	<input type="checkbox"/>	
Shoulders relaxed	<input type="checkbox"/>	<input type="checkbox"/>	

Eyes

- Is the monitor positioned to avoid glare or reflection ☐
- Are the fonts and images sharp and clear ☐
- Is there adequate lighting in your work space ☐

YES

NO



Monitors should be placed perpendicular to windows. When possible, use blinds to prevent glare. Try gazing at a distant object or blinking to give your eyes a break. It takes more lighting to read a document than for the computer.

Other Tips

- Keep frequently used items closest ☐
- Alternate tasks frequently when possible ☐
- Take mini pauses ☐
- Temperature and noise levels appropriate for a productive environment ☐

YES

NO



Keep your work area neat and tidy. [Mini break ideas](#) Get up often, walk across the office to speak to a colleague instead of calling or emailing when possible.

It's a good idea to review your space periodically. Consider an ergonomic self-check up as part of your well being.

If you answered NO to many of these questions, please contact EHS for a review of your work station.