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

- **Do you have enough legroom**  
  - Yes  
  - No

- **Chair adjustment**  
  - Feet flat on the floor or footrest  
  - Hips slightly higher than your knees  
  - Lumbar support positioned to support the curve of your back  
  - 1 to 4 inch gap between the edge of your seat and the back of your knees

  - Yes  
  - No

  Try out different adjustments on your chair to find the one that is the most comfortable for you.

  Sit back in your chair and tuck in your abdominal muscles.

Neck and Head

- **Monitor at or slightly below eye level**  
  - Yes  
  - No

  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**  
  - Yes  
  - No

  Avoid cradling the phone between your ear and shoulder. Consider a headset if you are on the phone a lot.

- **Document holder adjacent to the monitor (if used)**  
  - Yes  
  - No

Arms, Wrists and Hands

- **Keyboard and mouse slightly lower than elbow height**  
  - Yes  
  - No

  Avoid resting elbows, forearms or wrists on sharp edges.

  Elbows should hang close to the body.

- **Wrist in “neutral” position**  
  - Yes  
  - No

- **Shoulders relaxed**  
  - Yes  
  - No
### Eyes

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td>Is the monitor positioned to avoid glare or reflection</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Are the fonts and images sharp and clear</td>
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<td>☐</td>
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<tr>
<td>Is there adequate lighting in your work space</td>
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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

<table>
<thead>
<tr>
<th>Tip</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Keep frequently used items closest</td>
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<td>☐</td>
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<tr>
<td>Alternate tasks frequently when possible</td>
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<td>Take mini pauses</td>
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<td>Temperature and noise levels appropriate for a productive environment</td>
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Keep your work area neat and tidy. Keep your frequently used items closest. 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.