

Office Ergonomics Self-Assessment Checklist

Employee Information	
Employee Name:	
McGill ID:	
Workstation Location:	
Date:	

Guidelines

Use this checklist to review and assess your workstation periodically. This tool will help remind you about proper office ergonomics and help to prevent injuries. Please contact the Environmental Health and Safety Office if you would like an assessment of an on-campus workstation.

More ergonomic tools and resources can be found on Environmental Health and Safety's website: <https://www.mcgill.ca/ehs/programs-and-services/ergonomics>

Chair			
	Yes	No	Tips
Feet flat on the floor or on a foot rest if necessary	<input type="checkbox"/>	<input type="checkbox"/>	Try out different adjustments on your chair to find the set up that is the most comfortable for you
Hips slightly higher than your knees, with thighs horizontal to floor	<input type="checkbox"/>	<input type="checkbox"/>	
Lumbar support positioned to support the curve of your back	<input type="checkbox"/>	<input type="checkbox"/>	Sit back in your chair and tuck your abdominal muscles
2 to 4 finger-width gap between the edge of your seat and the back of your knees	<input type="checkbox"/>	<input type="checkbox"/>	
Armrests close to your body and shoulders relaxed and in line with ears and hips	<input type="checkbox"/>	<input type="checkbox"/>	Elbows should hang close to the body

Keyboard and Mouse			
	Yes	No	Tips
Forearms parallel to the floor	<input type="checkbox"/>	<input type="checkbox"/>	Avoid resting elbows, forearms or wrists on sharp edges
Keyboard should be at elbow level and the mouse should be close to the keyboard	<input type="checkbox"/>	<input type="checkbox"/>	Wrist should be in a neutral position
Keyboard tray, if used, should be adjusted to allow neutral posture and minimal reach	<input type="checkbox"/>	<input type="checkbox"/>	

Monitor			
	Yes	No	Tips
Top of monitor at eye level or lower	<input type="checkbox"/>	<input type="checkbox"/>	If using bifocal/graduated lenses, height is set to allow straight head and relaxed neck
Monitor directly in front of you and arms length away	<input type="checkbox"/>	<input type="checkbox"/>	Brightness and contrast have been adjusted to make viewing easier
Monitor positioned to avoid glare or reflections	<input type="checkbox"/>	<input type="checkbox"/>	Monitors should be placed perpendicular to windows

Other Considerations

	Yes	No	Tips
Make sure you have enough leg-room under your desk	<input type="checkbox"/>	<input type="checkbox"/>	Remove any boxes or equipment from under your desk
Keep frequently used items close and easy to reach	<input type="checkbox"/>	<input type="checkbox"/>	Keep your work area neat and tidy
Organize documents so they can be easily readable	<input type="checkbox"/>	<input type="checkbox"/>	Document holder is present or there is space to place documents properly
Store material safely	<input type="checkbox"/>	<input type="checkbox"/>	Make sure shelves are not overloaded and no heavy objects are stored above shoulder height
Ensure the floor space is free from tripping hazards (wires, loose tiles, ripped/torn carpet)	<input type="checkbox"/>	<input type="checkbox"/>	
Keep drawers and doors closed when not in use	<input type="checkbox"/>	<input type="checkbox"/>	
Avoid cradling the phone between your ear and shoulder	<input type="checkbox"/>	<input type="checkbox"/>	Consider a headset if you are often on the phone
Ensure there is adequate lighting in your work space	<input type="checkbox"/>	<input type="checkbox"/>	It takes more lighting to read a document than to use the computer
Alternate tasks frequently when possible	<input type="checkbox"/>	<input type="checkbox"/>	Give your body mini-breaks: Get up, stretch. Try gazing at a distant object or blinking to give your eyes a break