

Office Ergonomics Checklist

The goal of this checklist is to help you set up your workstation for optimal comfort and performance. For more information, please click the appropriate section.

(Derived from ANSI/HFES 100-2007 Standard and Washington State Department of Labor and Industries Publications and OSHA)

Chairs		Y	N
1	Chair has five or more legs. <ul style="list-style-type: none"> a four legged chair with casters is an unsafe chair, particularly if it tips; change for one with five or more legs 	<input type="checkbox"/>	<input type="checkbox"/>
2	Chair height is such that the feet are flat on the floor while thighs are horizontal to the floor. <ul style="list-style-type: none"> adjust the height of the chair provide a foot rest 	<input type="checkbox"/>	<input type="checkbox"/>
3	Chair backrest supports the low back. <ul style="list-style-type: none"> adjust the backrest up/down consider a lumbar support as a temporary solution 	<input type="checkbox"/>	<input type="checkbox"/>
4	Seat front does not press against the back of knees and thighs (seat pan not too long). Thighs do not significantly hang off the front edge of the seat (seat pan not too short) <ul style="list-style-type: none"> adjust the seat pan length consider a chair with the proper seat pan depth 	<input type="checkbox"/>	<input type="checkbox"/>
5	Seat pan is wide enough. <ul style="list-style-type: none"> consider a chair with the proper seat pan length 	<input type="checkbox"/>	<input type="checkbox"/>
6	Armrests are adjustable (both up/down and in/out) and support both forearms during computer tasks. They should not interfere with movement or positioning of the chair under the work surface. <ul style="list-style-type: none"> adjust the armrests 	<input type="checkbox"/>	<input type="checkbox"/>
7	Adjustments are straightforward and easy to perform while seated in the chair.	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard/mouse		Y	N
1	Fingers meet the keyboard home row with arms to the side, elbows at 90 degrees, and wrists straight. <ul style="list-style-type: none"> adjust the height of the chair (if the feet come off the floor, consider a foot rest) if keyboard tray is used, adjust the height/tilt of the keyboard tray 	<input type="checkbox"/>	<input type="checkbox"/>
2	Keyboard tray is stable and large enough to hold a keyboard and a mouse (if keyboard tray is used). <ul style="list-style-type: none"> switch to a different keyboard tray 	<input type="checkbox"/>	<input type="checkbox"/>
3	Mouse is adjacent to the keyboard and in a comfortable position <ul style="list-style-type: none"> move the mouse next to the keyboard 	<input type="checkbox"/>	<input type="checkbox"/>
4	There are no sharp or hard edges that contact the wrists and hands. <ul style="list-style-type: none"> raise the chair cover sharp desk edges 	<input type="checkbox"/>	<input type="checkbox"/>
5	Keyboard and mouse are comfortable to use. <ul style="list-style-type: none"> investigate alternative keyboard and mouse options 	<input type="checkbox"/>	<input type="checkbox"/>
Monitors		Y	N
1	Top of the monitor is at or below eye level. <ul style="list-style-type: none"> adjust the monitor using books, reams of paper, or a monitor arm Note: if you wear bifocals or trifocals, the monitor may have to be placed differently such that the screen can be seen through the correct part of the lens without tipping the head. 	<input type="checkbox"/>	<input type="checkbox"/>
2	Monitor is positioned about 18 to 20 inches or at arm length away. <ul style="list-style-type: none"> Note: the location is dependent on the size of the monitor, the font, screen resolution and the individual user. 	<input type="checkbox"/>	<input type="checkbox"/>
3	Monitor position is directly in front of you so you do not have to twist head or neck.	<input type="checkbox"/>	<input type="checkbox"/>
4	If multiple monitors are used, the primary monitor is directly in front of you and the other monitors are directly beside it. If time is split evenly between monitors, they are next to each other within a comfortable viewing angle with minimal head movement.		
5	Glare (from windows, lights) is not reflected on the screen.	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • to control exterior lighting: <ul style="list-style-type: none"> a) have the monitor at right angle to the window b) close window blinds c) consider an anti-glare screen protector • to control interior overhead lighting: <ul style="list-style-type: none"> a) reduce the number of tubes/wattage in overhead lighting fixtures b) consider an anti-glare screen protector 		
6 Monitor brightness and contrast is adjusted for comfort.	<input type="checkbox"/>	<input type="checkbox"/>

Laptop		Y	N
1 If laptops are used as a primary computer , they are set up using the same ergonomic principles as desktop computers.	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> • provide a separate keyboard and mouse, docking station with an external monitor or a laptop stand 			

Accessories		Y	N
1 Document holder is placed at about the same height and distance as the monitor screen.	<input type="checkbox"/>	<input type="checkbox"/>	
2 Telephone is positioned close to the work to avoid excessive reaches. Generally, within 18 to 20 inches	<input type="checkbox"/>	<input type="checkbox"/>	
3 Telephone can be used with head upright (not bent) and shoulders relaxed. If phone and computer are used at the same time, use a speakerphone or a headset .	<input type="checkbox"/>	<input type="checkbox"/>	
4 Footrest is provided if the feet are not flat on the floor because the desk does not have sufficient adjustability.	<input type="checkbox"/>	<input type="checkbox"/>	

General Concepts		Y	N
1 You have the ability to alternate between sitting and standing postures or frequent movement throughout the shift. Prolonged sitting or standing should be avoided.	<input type="checkbox"/>	<input type="checkbox"/>	
2 Items used frequently can be within elbow reach . Items used occasionally can be at nearly full arm reach.	<input type="checkbox"/>	<input type="checkbox"/>	
3 Take frequent short interruptions from keyboarding at regular intervals.	<input type="checkbox"/>	<input type="checkbox"/>	
4 Take regular eye breaks from looking at your monitor: <ul style="list-style-type: none"> • every 20 minutes – for 20 seconds – look at objects 20 feet away 	<input type="checkbox"/>	<input type="checkbox"/>	