



# Division of Risk Management

## Office Ergonomics Checklist

This checklist is designed to assist you in configuring your workstation for maximum comfort and performance.

Chair		Y	N
1	Chair has five or more legs. <ul style="list-style-type: none"> <li>To prevent tipping, replace four-legged caster chairs with more stable models that have five or more legs.</li> </ul>	<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"> <li>Adjust the height of the chair.</li> <li>Provide a footrest.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
3	Chair backrest supports the low back. <ul style="list-style-type: none"> <li>Adjust the backrest up/down.</li> <li>Consider an external lumbar support.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
4	Seat front does not press against the back of knees and thighs. Thighs do not significantly hang off the front edge of the seat. <ul style="list-style-type: none"> <li>Adjust the seat pan length.</li> <li>Consider a chair with the proper seat pan depth.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
5	Seat pan is wide enough. <ul style="list-style-type: none"> <li>Consider a chair with the proper seat pan width.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
6	The armrests are adjustable, ensuring comfortable support for both forearms without forcing the shoulders into a raised position. <ul style="list-style-type: none"> <li>Adjust the armrests.</li> </ul>	<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"> <li>Adjust the height of the chair (if the feet come off the floor, consider a footrest).</li> <li>If keyboard tray is used, adjust the height/tilt of the keyboard tray.</li> </ul>	<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"> <li>Switch to a different keyboard tray.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
3	Mouse is adjacent to the keyboard and in a comfortable position. <ul style="list-style-type: none"> <li>Move the mouse close to the keyboard.</li> </ul>	<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"> <li>Raise the chair.</li> <li>Cover sharp desk edges.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
5	Keyboard and mouse are comfortable to use. <ul style="list-style-type: none"> <li>Investigate alternative keyboard and mouse options.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Monitor</b>		<b>Y</b>	<b>N</b>
1	<p>Top of the monitor is at or below eye level.</p> <ul style="list-style-type: none"> <li>Adjust the monitor using books, reams of paper or a monitor arm.</li> <li>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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>Monitor is positioned about 18 to 20 inches or at arm length away.</p> <ul style="list-style-type: none"> <li>The location is dependent on the size of the monitor, the font, screen resolution and the individual user.</li> </ul>	<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	<p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>
5	<p>Glare (from windows, lights) is not reflected on the screen.</p> <ul style="list-style-type: none"> <li>To control exterior lighting: <ul style="list-style-type: none"> <li>a) Have the monitor at right angle to the window.</li> <li>b) Close window blinds.</li> <li>c) Consider an anti-glare screen protector.</li> </ul> </li> <li>To control interior overhead lighting: <ul style="list-style-type: none"> <li>a) Reduce the number of tubes/wattage in overhead lighting fixtures.</li> <li>b) Consider an anti-glare screen protector.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
6	Monitor brightness and contrast is adjusted for your comfort.	<input type="checkbox"/>	<input type="checkbox"/>

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

<b>Accessories</b>		<b>Y</b>	<b>N</b>
1	Document holder is placed at about the same height and distance as the monitor.	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>Telephone is positioned close to the work to avoid excessive reaches.</p> <ul style="list-style-type: none"> <li>If phone and computer are used at the same time, use a speakerphone or a headset.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
3	Items used frequently can be within elbow reach. Items used occasionally can be at full arm reach.	<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"/>

<b>General Concepts</b>		<b>Y</b>	<b>N</b>
1	Alternate between sitting and standing, and move frequently throughout the shift. Avoid prolonged sitting or standing.	<input type="checkbox"/>	<input type="checkbox"/>
2	Take frequent short interruptions from keyboarding at regular intervals.	<input type="checkbox"/>	<input type="checkbox"/>
3	<p>Take regular eye breaks from looking at the monitor:</p> <ul style="list-style-type: none"> <li>20/20/20: every 20 minutes – for 20 seconds – look at objects 20 feet away.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>