

# Ergonomics Self-Assessment

The Workstation Ergonomics Self-Assessment is best undertaken by two people (e.g. with your supervisor or another employee). This enables the person to sit at their workstation while a second person observes and assists them to achieve the recommended posture.

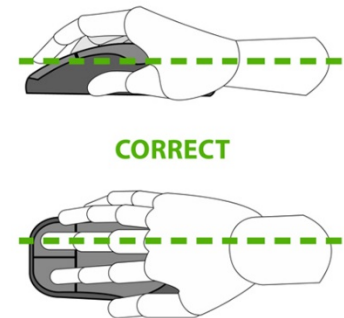
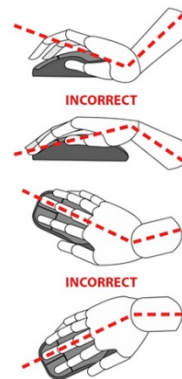
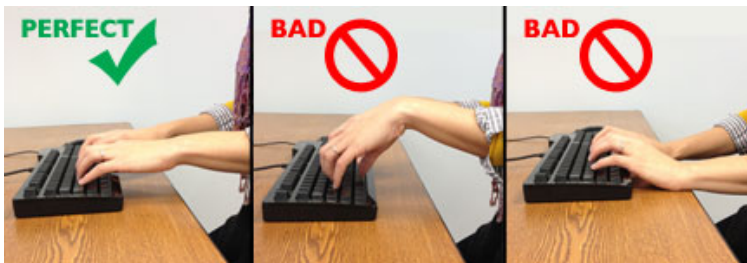
## The Office Chair

Item	Yes	No	N/A	Suggested Actions
1. Can the height, seat, and back of the chair be adjusted to achieve the posture outlined below?				<ul style="list-style-type: none"> <li>Obtain a fully adjustable chair</li> </ul>
2. Are your feet fully supported by the floor when you are seated?				<ul style="list-style-type: none"> <li>Lower the chair</li> <li>Use a footrest</li> </ul>
3. Your knees should be the same height as your hips				<ul style="list-style-type: none"> <li>Adjust the chair height</li> <li>Use a footrest</li> </ul>
4. Does your chair provide support for your lower back?				<ul style="list-style-type: none"> <li>Adjust chair back</li> <li>Obtain proper chair</li> <li>Obtain lumbar roll</li> </ul>
5. When your back is supported, you are able to sit without feeling pressure from the chair seat on the back of your knees?				<ul style="list-style-type: none"> <li>Adjust seat pan</li> <li>Add a back support</li> </ul>
6. Do your armrests allow you to get close to your workstation?				<ul style="list-style-type: none"> <li>Adjust armrests</li> <li>Remove armrests</li> </ul>
7. Hands, wrists, and forearms should be straight, in-line and roughly parallel to the floor				<ul style="list-style-type: none"> <li>Make needed adjustment to the chair</li> </ul>



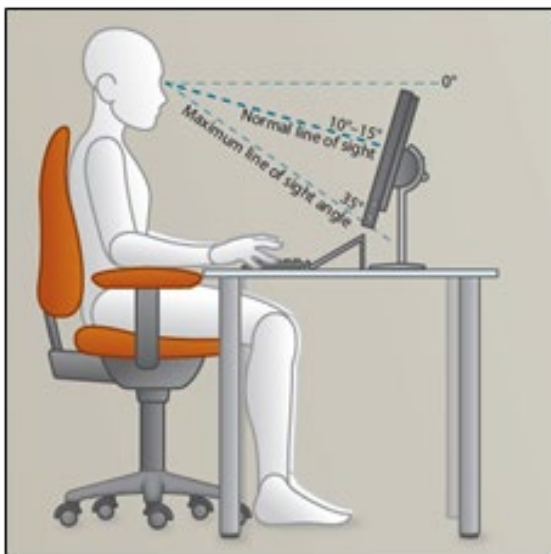
## Keyboard and Mouse

Item		Yes	No	N/A	Suggested Actions
8	Are your keyboard, mouse and work surface at your elbow height?				<ul style="list-style-type: none"> <li>• Raise / lower workstation</li> <li>• Raise or lower keyboard</li> <li>• Raise or lower chair</li> </ul>
9	Are frequently used items within easy reach? (i.e. phone)				<ul style="list-style-type: none"> <li>• Rearrange workstation</li> </ul>
10	Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface?				<ul style="list-style-type: none"> <li>• Move keyboard to correct position</li> </ul>
11	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? The keyboard should be flat and not propped up on keyboard legs as an angled keyboard may place the wrist in an awkward posture when keying.				<ul style="list-style-type: none"> <li>• Re-check chair, raise or lower as needed</li> <li>• Check posture</li> <li>• Check keyboard and mouse height</li> </ul>
12	Is your mouse at the same level and as close as possible to your keyboard?				<ul style="list-style-type: none"> <li>• Move mouse closer to keyboard</li> <li>• Obtain a larger keyboard tray if necessary</li> </ul>
13	Is the mouse comfortable to use?				<ul style="list-style-type: none"> <li>• Rest your dominant hand by using the mouse with your non-dominant hand for brief periods.</li> </ul>



## Work Surface

Item		Yes	No	N/A	Suggested Actions
14	Is your monitor positioned directly in front of you?				<ul style="list-style-type: none"> <li>• Reposition monitor</li> </ul>
15	Is your monitor positioned at least an arm's length away? Note: the monitor's location is dependent on the size of the monitor, the font, screen resolution and the individual user e.g. vision/use of bifocal spectacles, etc.				<ul style="list-style-type: none"> <li>• Reposition monitor</li> <li>• Seek an alternative monitor if necessary e.g. flat screen that uses less space</li> </ul>
16	Is your monitor height slightly below eye level?				<ul style="list-style-type: none"> <li>• Add or remove monitor stand</li> <li>• Adjust monitor height</li> </ul>
17	Is your monitor and work surface free from glare?				<ul style="list-style-type: none"> <li>• Windows at the side of the monitor</li> <li>• Adjust overhead lighting</li> <li>• Cover windows</li> <li>• Obtain antiglare screen</li> </ul>
18	Do you have appropriate light for reading or writing documents?				<ul style="list-style-type: none"> <li>• Obtain a desk lamp</li> <li>• Place on left if right-handed – place on the right if left-handed</li> </ul>
19	Are frequently used items located within the usual work area and items which are only used occasionally in the occasional work area?				<ul style="list-style-type: none"> <li>• Rearrange workstation</li> </ul>



## Breaks

Item		Yes	No	N/A	Suggested Actions
20	Do you take postural breaks every 30 minutes? E.g. standing, walking to printer/fax etc.?				<ul style="list-style-type: none"> <li>• Set reminders to take breaks</li> </ul>
21	Do you take regular eye breaks from looking at your monitor?				<ul style="list-style-type: none"> <li>• Refocus on a picture on the wall every 30 minutes</li> </ul>

## Accessories

Item	Yes	No	N/A	Suggested Actions
22				<ul style="list-style-type: none"> <li>• Obtain an angled board</li> </ul>
23				<ul style="list-style-type: none"> <li>• Obtain document holder</li> </ul>
24				<ul style="list-style-type: none"> <li>• Obtain a headset if using the phone and keyboard</li> </ul>
25				<ul style="list-style-type: none"> <li>• Purchase task lamp if necessary</li> </ul>



## Laptop

Item	Yes	No	N/A	Suggested Actions
26				<ul style="list-style-type: none"> <li>• Obtain appropriate laptop accessories</li> </ul>



## Person Completing Assessment

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	

## Supervisor

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	

### **Comments/Actions Taken**

*(E.g. New ergonomic chair purchased, repositioning of monitors, etc.)*

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