

Please send an e-mail or hardcopy of your completed *Self Assessment and Ergonomic Equipment Request Form* to your Faculty Dean, with a copy to your Unit Chair, the VP Academic and the Laurentian University Faculty Association Office. Once your request has been reviewed, you will receive notification from the VP Academic's Office.

Part A – Self Assessment (To be completed by LUFA Member)		
SEATED BODY POSTURE (for keyboarding activity) (If possible adjust your chair so feet are flat on the floor or footrest, knees are bent at right angles and thighs are horizontal to the floor)	YES	NO
1. Head and neck are upright (not bent down/back) and faced forward (not twisted)		
2. Trunk is perpendicular to floor (not leaning forward/backward). If in slightly reclined position, slight curve in lower back is maintained		
3. Shoulders are about perpendicular to the floor (not stretched forward) and relaxed (not elevated)		
4. Upper arms are perpendicular to the floor, relaxed, close to the body (not extended outward)		
5. Elbows are close to the body (not extended outward)		
6. Forearms are straight and parallel to the floor (not pointing up/down)		
7. Wrists and hands are straight (not bent up/down or sideways toward little finger) and parallel to the floor		
8. Thighs are parallel to the floor and lower legs are perpendicular to floor		
9. Feet rest flat on the floor or are supported by a stable footrest		
OFFICE DESKCHAIR	YES	NO
1. Five-caster swivel base		
2. Seat height is adjustable		
3. Seat is wide enough and long enough to accommodate you		
4. Seat front does not press against the back of knees and lower legs (should be about 2-4 finger widths between front edge of seat and the back of knees).		
5. Seat cushioning has a rounded front edge (no sharp edges)		
6. Height adjustable lumbar support		
7. Armrests, if present, are height adjustable		
8. Armrests, if present, support both forearms and do not interfere with movement.		
9. Fabric is non-slip and breathable		
KEYBOARD TRAY	YES	NO
1. Keyboard tray is height adjustable		
2. Keyboard tray is stable		
3. Keyboard tray holds the input device (mouse or trackball) beside the keyboard		
4. Keyboard tray can be positioned flat or slightly sloped away from you		

5. Wrists and hands do not rest on sharp or hard edge		
6. If required, an adjustable keyboard can be mounted under your desk surface		
WRIST REST (Gel Pad)	YES	NO
1. Wrist rest (gel pad) is present		
2. Keyboarding activity can be performed with your hands "floating" above the keyboard		
3. Wrists only rest on wrist pads when pausing during keyboarding		

Part B – Equipment Request (To be completed by LUFA Member)

Item Requested: (Check all that apply)

- Office Deskchair
- Adjustable Keyboard/Mouse Tray
- Wrist Rest (Gel pad for Keyboard Tray)

LUFA Member _____ (Name)
 _____ (Office Room No.)
 _____ (Extension)
 _____ (E-mail)
 _____ (Department)

Date Requested: _____

Part C – Recommendation and Approval (To be completed by Dean, VP Academic and LUFA President or designate)

Dean's Recommendation Proceed with Request as a Priority
 Proceed with Request
 Deny Request
 Alternate Recommendation _____

VP Academic's & LUFA President's Final Approval
 Approve Request as a Priority
 Approve Request
 Deny Request
 Alternate Approval _____

REMINDER: Please e-mail completed *Self Assessment and Ergonomic Equipment Request Form* to your Faculty Dean, with a copy to your Unit Chair, the VP Academic (ars@laurentian.ca) and the Laurentian University Faculty Association.

NOTE: For additional information regarding office ergonomics please refer to Occupational Health Clinics for Ontario Workers (OHCOW) website at www.ohcow.on.ca
 To view Laurentian University Ergonomic Procedures and Links please refer to the Occupational Health and Safety webpage