

**Office Ergonomics Checklist**

Employee Name: Date of Screening: Name of Screener:

Location of Workstation:

Employee’s Position:

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| **Chair** |
|  | **Yes** | **No** | **Action to be Taken** |
| 1. Feet flat on the floor (or supported bya stable foot rest) with the knees at a90º angle? |  |  |  |
| 2. Backrest provides support foremployee’s lower back (lumbar area)and fits just above the beltline?. |  |  |  |
| 3. Seat width and depth accommodatespecific employee (seat pan not too big/small). |  |  |  |
| 4. Seat front does not press against theback of employee’s knees and lower legs (can fit 2-3 fingers between front of seat and back of legs). |  |  |  |
| 5. Seat has cushioning and is rounded(i.e. has a “waterfall” front) with no sharpedges. |  |  |  |
| 6. Has height adjustable armrests support both forearms and do not interfere with movement. |  |  |  |
| 7. Has height adjustable lumbar support. |  |  |  |
| 8. Thighs are parallel to the floor andlower legs are perpendicular to the floor. |  |  |  |

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| **Body Posture** |
| 9. Trunk is perpendicular to floor (notleaning forward/backward). |  |  |  |
| 10. Shoulders and upper arms are aboutperpendicular to the floor (not stretched forward) and relaxed (not elevated). |  |  |  |
| 11.. Upper arms and elbows are close tothe body (not extended outward). |  |  |  |
| 12. Forearms, wrists, and hands arestraight and parallel to the floor (not pointing up/down). |  |  |  |
| 13. Wrists and hands are straight (notbent up/down or sideways toward little finger). |  |  |  |
| 14. Thighs are parallel to the floor and lower legs are perpendicular to floor. |  |  |  |
| **Keyboard/Mouse** |
| 15. Keyboard tray is stable and largeenough to hold keyboard and mouse. |  |  |  |

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|  | **Yes** | **No** | **Action to be Taken** |
| 16. Keyboard tray is height adjustable. |  |  |  |
| 17. Keyboard and mouse are at thesame height. |  |  |  |
| 18. Keyboard and mouse are placeddirectly in front of the worker. |  |  |  |
| 19. Mouse is beside the keyboard. |  |  |  |
| 20. Mouse is easy to activate and theshape and size fit the hand of the specific employee (not too big/small). |  |  |  |
| 21. Wrists and hands do not rest onsharp or hard edge. |  |  |  |
| 22. Wrist and mouse rests are available(if needed). |  |  |  |
| **Monitor** |
| 23. Top of screen is at or is slightlybelow eye level so the employee is able to read it without bending head or neck down/back. (For employees with bifocals/trifocals, see next item). |  |  |  |
| 24. Employee with bifocals/trifocals isable to read screen without leaning head, neck or trunk forward/backward. |  |  |  |
| 25. Monitor distance is about arm’slength away from worker. |  |  |  |
| 26. Monitor position is directly in front ofemployee so employee does not have to twist head or neck. |  |  |  |
| 27. No glare (e.g., from windows, lights)is present |  |  |  |
| 28. Monitor is height adjustable. |  |  |  |
| **Workstation** |
| 29. Thighs have clearance spacebetween chair and keyboard platform(thighs are not trapped). |  |  |  |
| 30. Allows for separate typing andwriting areas. |  |  |  |
| 31.Desk is positioned just below seatedelbow height for writing |  |  |  |
| 32. Phone is located within arm’s reach. |  |  |  |
| **Accessories** |
| 33. Document holder, if provided, isstable and large enough to hold documents that are used. |  |  |  |
| 34. Document holder, if provided, isplaced at about the same height and distance as monitor screen. |  |  |  |
| 35. A headset is provided if you spendmore than 30% of your time on the telephone. |  |  |  |
| **Job Variety** |  |  |  |
| 36. You take a 5 minute stretch breakfor every 1 hour of work. |  |  |  |

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| **Required Measurements:** These measurements will be used to adjust a workstation. |
| Physical Measurements | Compared to | Difference |
| A | B | A-B= |
| **Buttock-Popliteal Length:****(Measure from back of buttocks to back of knee)** cm | **Seat Depth (Measure from****back of seat to front of seat)** \_cm |  |
| **Popliteal Height: (Measure****from floor to underside of knee)** \_cm | **Seat Height (Measure from****floor to top of seat)** \_cm |  |
| **Seated Elbow Seated:****(Measured from floor to base of elbow):** cm | **Desk Height (Measure from****floor to top of desk)** \_cm |  |
| **Keyboard height (Measure****from floor to top of keyboard)** \_cm |  |
| **Mouse height (Measure from****floor to top of mouse)** \_cm |  |
| **Armrest height (Measure****from floor to top of armrest)** \_cm |  |
| **Seated Knee Height:****(Measured from floor to top of knee)** \_cm | **Under side of desk (Measure****from floor to underside of desk)** \_cm |  |
| **Seated Eye Height:****(Measured from floor to eye)** \_cm | **Screen Height (Measure****from floor to top of monitor)** \_cm |  |

***Note:*** *The goal is to have a value of 0 between the different parameters (A&B) except for Buttock*

*Popliteal Length. An optimal result of the seat depth should be a value of around +3 of higher.*

*A positive number for all other parameters means the equipment is too low while a negative number means it is too high.*

Employee’s Signature:

Manager’s Signature:

\* Please send a copy to Maia O’Shaughnessy, Human Resources Specialist for filing \*