



## Office Ergonomics Checklist

Employee Name: \_\_\_\_\_ Location of Workstation: \_\_\_\_\_  
Date of Screening: \_\_\_\_\_ Employee's Position: \_\_\_\_\_  
Name of Screener: \_\_\_\_\_

Chair			
	Yes	No	Action to be Taken
1. Feet flat on the floor (or supported by a stable foot rest) with the knees at a 90° angle?			
2. Backrest provides support for employee's lower back (lumbar area) and fits just above the beltline?.			
3. Seat width and depth accommodate specific employee (seat pan not too big/small).			
4. Seat front does not press against the back 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 sharp edges.			
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 and lower legs are perpendicular to the floor.			

Body Posture			
9. Trunk is perpendicular to floor (not leaning forward/backward).			
10. Shoulders and upper arms are about perpendicular to the floor (not stretched forward) and relaxed (not elevated).			
11.. Upper arms and elbows are close to the body (not extended outward).			
12. Forearms, wrists, and hands are straight and parallel to the floor (not pointing up/down).			
13. Wrists and hands are straight (not bent 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 large enough to hold keyboard and mouse.			

	Yes	No	Action to be Taken
16. Keyboard tray is height adjustable.			
17. Keyboard and mouse are at the same height.			
18. Keyboard and mouse are placed directly in front of the worker.			
19. Mouse is beside the keyboard.			
20. Mouse is easy to activate and the shape and size fit the hand of the specific employee (not too big/small).			
21. Wrists and hands do not rest on sharp or hard edge.			
22. Wrist and mouse rests are available (if needed).			
<b>Monitor</b>			
23. Top of screen is at or is slightly below 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 is able to read screen without leaning head, neck or trunk forward/backward.			
25. Monitor distance is about arm's length away from worker.			
26. Monitor position is directly in front of employee 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.			
<b>Workstation</b>			
29. Thighs have clearance space between chair and keyboard platform (thighs are not trapped).			
30. Allows for separate typing and writing areas.			
31. Desk is positioned just below seated elbow height for writing			
32. Phone is located within arm's reach.			
<b>Accessories</b>			
33. Document holder, if provided, is stable and large enough to hold documents that are used.			
34. Document holder, if provided, is placed at about the same height and distance as monitor screen.			
35. A headset is provided if you spend more than 30% of your time on the telephone.			
<b>Job Variety</b>			
36. You take a 5 minute stretch break for every 1 hour of work.			

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