

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.

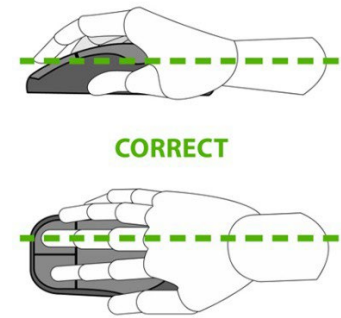
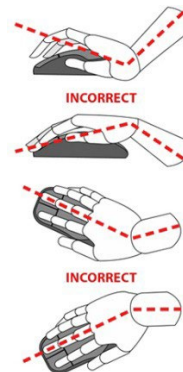
The Office Chair

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"> • Obtain a fully adjustable chair
2. Are your feet fully supported by the floor when you are seated?				<ul style="list-style-type: none"> • Lower the chair • Use a footrest
3. Your knees should be the same height as your hips				<ul style="list-style-type: none"> • Adjust the chair height • Use a footrest
4. Does your chair provide support for your lower back?				<ul style="list-style-type: none"> • Adjust chair back • Obtain proper chair • Obtain lumbar roll
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"> • Adjust seat pan • Add a back support
6. Do your armrests allow you to get close to your workstation?				<ul style="list-style-type: none"> • Adjust armrests • Remove armrests
7. Hands, wrists, and forearms should be straight, in-line and roughly parallel to the floor				<ul style="list-style-type: none"> • Make needed adjustment to the chair



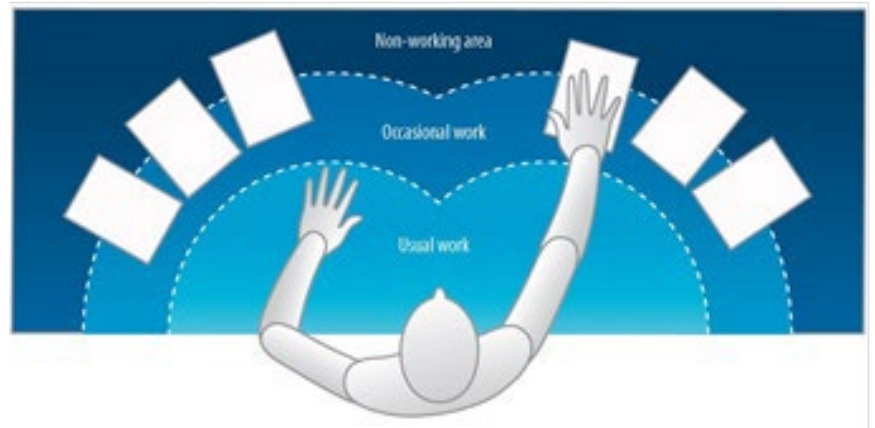
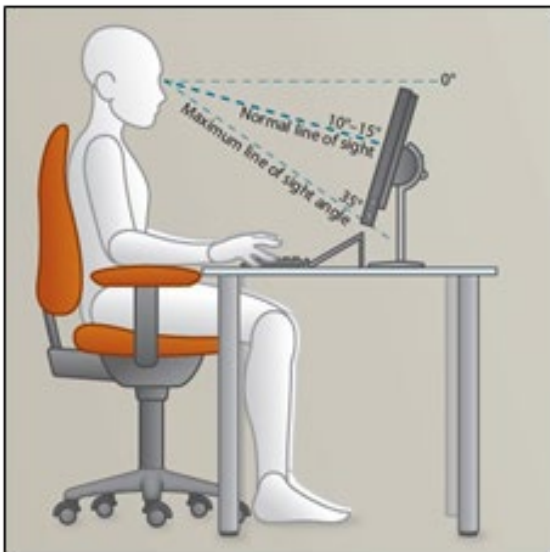
Keyboard and Mouse

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"> • Raise / lower workstation • Raise or lower keyboard • Raise or lower chair
9	Are frequently used items within easy reach? (i.e. phone)				<ul style="list-style-type: none"> • Rearrange workstation
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"> • Move keyboard to correct position
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"> • Re-check chair, raise or lower as needed • Check posture • Check keyboard and mouse height
12	Is your mouse at the same level and as close as possible to your keyboard?				<ul style="list-style-type: none"> • Move mouse closer to keyboard • Obtain a larger keyboard tray if necessary
13	Is the mouse comfortable to use?				<ul style="list-style-type: none"> • Rest your dominant hand by using the mouse with your non-dominant hand for brief periods.



Work Surface

Item	Yes	No	N/A	Suggested Actions
14				<ul style="list-style-type: none"> • Reposition monitor
15				<ul style="list-style-type: none"> • Reposition monitor • Seek an alternative monitor if necessary e.g. flat screen that uses less space
16				<ul style="list-style-type: none"> • Add or remove monitor stand • Adjust monitor height
17				<ul style="list-style-type: none"> • Windows at the side of the monitor • Adjust overhead lighting • Cover windows • Obtain antiglare screen
18				<ul style="list-style-type: none"> • Obtain a desk lamp • Place on left if right-handed – place on the right if left-handed
19				<ul style="list-style-type: none"> • Rearrange workstation



Breaks

Item	Yes	No	N/A	Suggested Actions
20				<ul style="list-style-type: none"> • Set reminders to take breaks
21				<ul style="list-style-type: none"> • Refocus on a picture on the wall every 30 minutes

Accessories

Item		Yes	No	N/A	Suggested Actions
22	Is there a sloped desk surface or angle board for reading and writing tasks if required?				<ul style="list-style-type: none"> • Obtain an angled board
23	Is there a document holder either beside the screen or between the screen and keyboard if required?				<ul style="list-style-type: none"> • Obtain document holder
24	Are you using a headset or speakerphone if you are writing or keying while talking on the phone?				<ul style="list-style-type: none"> • Obtain a headset if using the phone and keyboard
25	Assess the lighting in the space. If overhead lights are not adequate or turned off is task lighting available?				<ul style="list-style-type: none"> • Purchase task lamp if necessary



Laptop

Item		Yes	No	N/A	Suggested Actions
26	In the event of using a laptop computer for prolonged periods of time use of; A full-sized external keyboard and mouse; Docking station with full-sized monitor or a laptop stand				<ul style="list-style-type: none"> • Obtain appropriate laptop accessories



Person Completing Assessment

Name		Position	
Signature		Date	

Supervisor

Name		Position	
Signature		Date	

Comments/Actions Taken

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

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