



## Ergonomic Assessment Checklist

### DESKTOP WORKSTATIONS

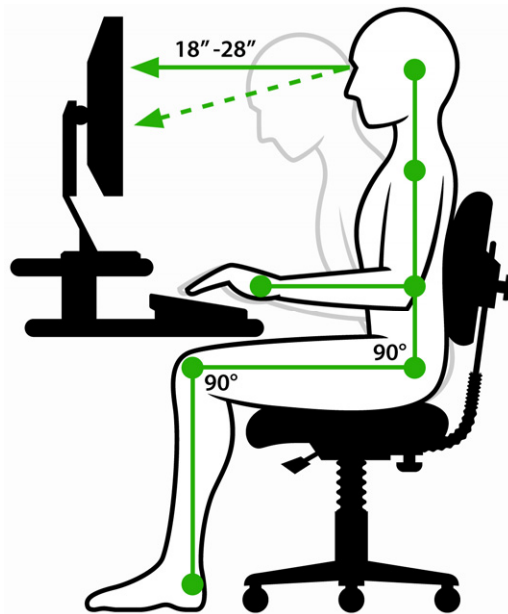
Complete this checklist as you go through the Office Ergonomics online training course.

Ideally, you should be able to answer YES to each of these questions. If you answer NO in your initial assessment, please:

- 1) Make changes based on what you learn in the online training. Use the Desktop Workstation Setup Guidelines (on the reverse side of this checklist) for reference.
- 2) Go through the assessment checklist again. If you still have problems, set up a meeting with your Health and Safety representative to assess your workstation and make a plan for improvements.

<input checked="" type="checkbox"/>		Yes	No	Notes
	Is your chair positioned directly in front of your monitor?			
	Are your eyes about 18 – 28 inches from your monitor?			
	Can you read your monitor without bending your head forward or backward?			
	Do you look straight ahead (or slightly downward) at the top of your monitor?			
	Can you easily see your hard copy without bending or twisting?			
	Are your screen's brightness, contrast, and font size set correctly for your visual comfort?			
	Is your screen free from glare?			
	If you wear bifocals, do you have special glasses for computer work?			
	Are your wrists almost straight (in a neutral position) when you work?			
	Are your elbows at about 90°?			
	Are your shoulders relaxed and your elbows down by your side?			
	Is your work area free of any sharp edges that come into contact with your hands, wrists, or forearms?			
	Can you sit all the way back in your chair without pressure against the backs of your knees?			
	Does your chair provide good lumbar support?			
	Are your knees at about 90° (or a little more)?			
	Do your legs fit comfortably under your work surface?			
	Are your feet fully supported by the floor or a footrest?			
	Are your ears directly above your shoulders while you work?			
	Can you reach frequently-used items (mouse, phone, calculator, references, etc.) without stretching, bending, or twisting?			
	Can you intersperse non-computer work with your computer work?			
	Do you have outside activities that put strain on your hands, wrists, or arms (e.g., tennis, biking, handicrafts, extensive computer use)?			
	Do you take short breaks to stand up, stretch, and focus your eyes on something far away?			

# Desktop Workstation Guidelines



## Adjust the heights!

- Monitor at (or slightly below) your eye level
- Monitor 18"–28" (45-70 cm) from your eyes
- Keyboard just above your legs, and just below your elbows
- Chair height adjusted so feet are flat on the floor, while thighs rest flat on the seat

## Watch your posture!

- Sit upright, ears above shoulders
- Spine and neck in line
- Feet flat on the floor or footrest
- Chair supports lower back and thighs
- Body angles 90°
- Arms, wrists, and hands in line
- Backs of knees not on chair

## Optimize the Monitor

- Font Size:  
Right-click > Properties > Appearance > Font Size
- Refresh Rate:  
Right-click > Properties > Settings > Advanced > Monitor > Set Screen Refresh Rate at 70-85 Hz
- Brightness/Contrast:  
Use controls on the monitor

## Avoid twisting and reaching!

- Frequently-used items within 15"
- Copy holder at same distance and height as monitor