



## Ergonomics Workstation Checklist

### Instructions

1. Use this checklist to assess and adjust your workstation.
2. It is **HIGHLY** recommended the checklist should be completed while seated at your workstation.
3. If you answer **Yes** to a question, proceed to the next question.
4. If you answer **No** to a question, read the suggestions and try to adjust your workstation accordingly.
5. If, at any time, you have questions or you experience problems, please speak to your manager.
6. Bring this completed checklist to your manager when requesting an ergonomic assessment.

*NOTE: If you continue to experience discomfort after attempting the suggestions, speak to your manager to discuss alternatives.*

|              |                  |              |
|--------------|------------------|--------------|
| <b>Name:</b> | <b>Location:</b> | <b>Date:</b> |
|--------------|------------------|--------------|

|                                 | Workstation Equipment  | Yes | No | Suggestions   |
|---------------------------------|--|-----|----|---|
| C<br>H<br>A<br>I<br>R           | 1. Do you have an adjustable chair?  |     |    | Contact your manager.   |
|                                 | 2. Is your chair seat adjusted to the proper height?   |     |    | Adjust the seat height so that: <ul style="list-style-type: none"> <li>• Feet are flat on the floor.</li> <li>• Knees are bent at a 90° angle.</li> <li>• Thighs are approximately parallel to the floor.</li> </ul>  |
|                                 | 3. Is the backrest properly adjusted to support your lower back?                               |     |    | Adjust the backrest height so that lumbar support of the chair fits the curvature of the lower back (lumbar curve).   |
|                                 | 4. Is there sufficient space between the seat and the back of your knees?                      |     |    | There should be about the width of your fist between the front edge of the seat and the back of the knees. If the seat is not adjustable, the back support should be increased to move you forward.   |
|                                 | 5. Are the armrests positioned to avoid interfering with your body positioning or keyboarding? |     |    | Adjust armrests so that they are out of the way while typing but provide support during other activities. Armrests should be able to be raised or lowered to support arms when resting.   |
| M<br>O<br>N<br>I<br>T<br>O<br>R | 1. Is the monitor directly in front of you?  |     |    | The monitor, keyboard and your line of vision should be aligned.  |
|                                 | 2. Is the top of the monitor at or below eye level?  |     |    | Adjust the monitor height so top of screen is at or slightly lower than eye level. Use your eyes to scroll down the screen instead of bending neck. <b>NOTE:</b> If you wear bifocal lenses, the top of the monitor should be adjusted to 3cms below eye level. |
|                                 | 3. Is the monitor distance approximately an arm's length from your seated position?            |     |    | Adjust the monitor's distance. Be sure to ask your manager about shortcuts on many popular computer programs that will easily magnify the size of the font to reduce eye strain.  |
|                                 | 4. Is the screen free from glare?  |     |    | Tilt the computer screen to eliminate glare without disrupting other parameters. An anti-glare screen may be required; speak to your manager about this.  |
|                                 | 5. Is screen brightness and contrast adjustable?   |     |    | Adjustment knobs or buttons are normally on the lower right hand side of the monitor. Adjust the brightness and the contrast control on the monitor to make it easier to see the screen.  |



|  | Workstation Equipment   | Yes | No | Suggestions   |
|--|---|-----|----|---|
| <b>K<br/>E<br/>Y<br/>B<br/>O<br/>A<br/>R<br/>D</b> | 1. Is the keyboard at the proper height?                                    |     |    | The keyboard should be at a height to allow the user's forearm to be parallel to the floor with the elbow at a 90° angle or slightly greater.   |
|  | 2. Are you close enough to the keyboard/computer to achieve proper posture? |     |    | Adjust keyboard distance to allow you to relax your shoulders with your elbows hanging close to your body.  |
|  | 3. Is the slope of the keyboard properly adjusted?                          |     |    | Position keyboard flat or sloped away from you using the two tilt clips under it.   |
|  | 4. Do you use a light touch for keyboard input?                             |     |    | Do not pound on keys.   |
| <b>M<br/>O<br/>U<br/>S<br/>E</b>                   | 1. Is the mouse properly positioned?  |     |    | The mouse should be on the same level and directly next to the keyboard where possible. You should <u>not</u> need to extend your shoulders to use the mouse.   |
|  | 2. Do you use a light touch when using your mouse?                          |     |    | Grip the mouse gently, using your whole arm to move the mouse not just your wrist allowing your elbow is a pivot. Click as gently as possible.  |
| <b>O<br/>T<br/>H<br/>E<br/>R</b>                   | 1. Are documents placed near the monitor?                                   |     |    | Use a document holder to place documents near the monitor.  |
|  | 2. Is your document holder properly positioned?                             |     |    | Adjust the document holder so that: <ul style="list-style-type: none"> <li>• It's near your monitor</li> <li>• Is at the same <i>distance</i> as your monitor (arm's length)</li> <li>• Is at the same <i>height</i> as your monitor (eye level)</li> <li>• Is on the same side as your dominant eye</li> </ul> |
|  | 3. Is other equipment (phones, paper, etc.) within easy reach?              |     |    | Frequently used equipment should be located within arm's reach.   |
|  | 4. Is there ample legroom under the desk?                                   |     |    | Eliminate unnecessary clutter under the desk allowing for free movement of feet.  |
|  | 5. Do you use a Sit/Stand workstation?                                      |     |    | Be sure the established comfort distances for your eyes and hands including reaching for equipment or documents, are no different when standing versus sitting.<br>A footrest no more than 15cms high is recommended to allow body weight to be shifted and relieve pressure on lower back.                     |