

Office ergonomics: Self-assessment worksheet

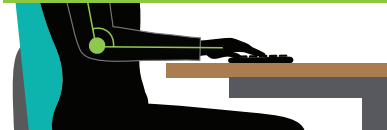
NAME: _____ DEPARTMENT: _____ DATE: _____

NEUTRAL POSTURES

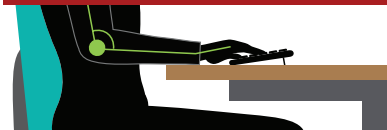
To set up a workstation that fits your needs, it's helpful to understand the concept of neutral body posture. Neutral body posture is a comfortable working position in which your joints are naturally aligned. Working with the body in a neutral position reduces stress and strain on the muscles, tendons, nerves, and joints - which can reduce your risk of developing a musculoskeletal disorder (MSD). After watching the *Office Ergonomics: simple solutions* video series, use this checklist to review key areas of your workstation. Discuss your completed worksheet with your supervisor or manager to determine the best solutions for your workplace.



Correct - Wrists straight



Incorrect - Wrists bent upward



Incorrect - Wrists bent downward

CHAIR Is your chair properly adjusted?	Yes	No
Have you adjusted your seat height so that your feet are positioned flat on the floor and fully supported?		
Are your knees at the same height as your hips?		
Are your thighs and hips parallel to the floor or angled slightly down?		
Does your lumbar support make contact with the small curve in your lower back?		
Are hands, wrists, and forearms straight, in-line, and roughly parallel to the floor?		
Are shoulders in a relaxed position with upper arms hanging at the side of the body?		
Is there a distance of one to two inches (or two finger widths) from the seat pan edge to the backside of your knees?		
Is the seat pan width adequate? Is there one to two inches (or two finger widths) of space between the thigh and the chair edge.		
KEYBOARD Is your keyboard properly positioned?	Yes	No
Is the keyboard in a flat position directly in front of and aligned with the monitor?		
Are the legs on the underside of the keyboard in a flat position?		
Is your keyboard positioned at a height that allows your wrists to be in a straight line with your arms? (If you are not using a keyboard tray, you may need to adjust your chair and/or desk height in order to work in a neutral posture.)		
Do your elbows rest comfortably at your sides at about a 90-degree angle?		
Once the height is adjusted, is your keyboard tray level or in a downward tilt? (This also helps your wrists stay straight and in line with your forearms.)		
Do you use a soft palm rest to minimize contact pressure with hard surfaces on the desk? (It is important to use these pads for periodic micro-breaks and not as a means of support while typing.)		



MOUSE Is your mouse properly positioned? Yes No

Is your mouse at the same level and positioned close to your keyboard?	<input type="checkbox"/>	<input type="checkbox"/>
Does your mouse fit your hand comfortably and keep your fingers relaxed and resting on the mouse buttons?	<input type="checkbox"/>	<input type="checkbox"/>
When using your mouse can you keep your wrist straight and avoid putting pressure on it?	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to use your mouse with your shoulders relaxed and your elbows at your sides?	<input type="checkbox"/>	<input type="checkbox"/>



MONITOR Is your monitor properly positioned? Yes No

Is the monitor positioned directly in front of you? (Monitor should be inline with the keyboard.)	<input type="checkbox"/>	<input type="checkbox"/>
Is your monitor placed at a comfortable distance for viewing? (Typically an arms reach away)	<input type="checkbox"/>	<input type="checkbox"/>
Is the top 1/3 of the monitor screen at eye level? (The first line of text is at the same height as your eyes.)	<input type="checkbox"/>	<input type="checkbox"/>
If you wear bifocal, trifocal, or progressive lenses, do you lower the monitor and tilt it up to avoid tilting your head back while viewing?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use a document holder when working with hard copy documents? (Holder should be same height and next to monitor OR on a slant board positioned between the keyboard and monitor)	<input type="checkbox"/>	<input type="checkbox"/>



PHONE Is your phone properly positioned? Yes No

Is the phone positioned close to your workstation to avoid extended reaching while dialing and/or answering calls?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use a headset or your speaker phone?	<input type="checkbox"/>	<input type="checkbox"/>



WORKSTATION LAYOUT Position the peripheral items on your desk

Frequently used objects should be located in the green zone.
Less often used objects should be in the yellow zone.
Seldom used objects should be in the red zone. (Move to a better zone when needing to handle them.)
Infrequently used objects stored elsewhere. (Use storage areas such as overhead shelves, filing cabinets, and desk drawers for these things)
Avoid under desk storage. (This takes up leg space and can also strain your back when you retrieve them.)

BEST PRACTICE For additional workstation comfort consider the following:

Use filtered lighting for glare reduction or use task lighting when needed to avoid eye strain.
Keep peripheral items within a close reaching distance.
Alternate job tasks throughout your work day. This will reduce fatigue and allow a different set of muscles to be used with different postures.
Take periodic breaks to rest and reenergize. Micro-breaks, 30-60 second breaks, are recommended every 20-30 minutes for computer users. This will allow you to do some quick stretches and simple eye exercises to reduce eye strain.
Remember to apply the same ergonomic principles in other work areas: while telecommuting, using a lap-top, or at a standing workstation.



ADDITIONAL RESOURCES

Be sure to check saif.com/ergo for alternative solutions and other ergonomics-related resources.