



Feeling the Strain?

Fill Out This Checklist to Determine if Your Workspace Is Ergonomically Sound.



"No" responses indicate areas that should be investigated.

Yes

No

N/A

CHAIR EVALUATION

- | | | | |
|---|--|--|--|
| 1. Is your chair and/or stool easily adjustable and suited for your work tasks? | | | |
| 2. Do you know how to use the chair adjustments (height, seat depth, armrest, lumbar, recline)? | | | |
| 3. Is the seating height adjusted so that your feet rest flat on the floor or a footrest? | | | |
| 4. Are your head, neck and trunk facing forward when seated at your workstation? | | | |
| 5. Are your head and neck balanced and in line with your torso? | | | |
| 6. Does your back rest against the backrest and is the lumbar support adequate? | | | |
| 7. Are you able to vary or change your posture? | | | |
| 8. Is there a 2 to 3 finger distance between the backs of your knees and the edge of your seat? | | | |
| 9. Do your knees form a 90 degree angle? | | | |
| 10. Are the casters matched to the floor type (e.g., carpet or hard surface)? | | | |

FLOOR EVALUATION

- | | | | |
|--|--|--|--|
| 1. Do you have a footrest? | | | |
| 2. Is your floor surface level and free of obstacles? | | | |
| 3. If you stand for long periods, do you have a cushioned floor mat? | | | |

continued



Yes

No

N/A

KEYBOARD AND MOUSE EVALUATION

- | | Yes | No | N/A |
|---|-----|----|-----|
| 1. Can your keyboard tray be adjusted to ensure your hands are positioned over the keyboard with your elbows near your torso at an angle of 90 degrees? | | | |
| 2. Does your workstation allow for your wrists and hands to be straight in alignment with your forearms? | | | |
| 3. Are your wrists adequately supported and properly elevated when using the keyboard? | | | |
| 4. Is your wrist adequately supported and properly elevated when using a mouse? | | | |
| 5. Is your mouse located at the same level as your keyboard? | | | |

COMPUTER EVALUATION

- | | | | |
|--|--|--|--|
| 1. Can your monitor be adjusted so the top of the screen is at or below eye level? | | | |
| 2. Is there sufficient room at your workstation to allow your monitor to be placed at a comfortable distance from your face? | | | |
| 3. Are you using a document holder to avoid unnecessary bending of the neck? | | | |
| 4. Is your computer screen free from glare? | | | |

PHONE EVALUATION

- | | | | |
|--|--|--|--|
| 1. Is your phone positioned within 18 to 20 inches from you to avoid excessive reaching? | | | |
| 2. Can your phone be used with your head upright and shoulders relaxed? | | | |

WORKSTATION EVALUATION

- | | | | |
|---|--|--|--|
| 1. Does your workstation allow for a full range of movement? | | | |
| 2. Is the height of your work surface adjustable? | | | |
| 3. Can your work surface be tilted or angled? | | | |
| 4. Are your hands and arms clear from contact with sharp edges? | | | |
| 5. Do you have enough room to turn and maneuver? | | | |
| 6. Can you alternate between sitting and standing postures to provide opportunities for movement? | | | |
| 7. Are all of your task elements visible from comfortable positions? | | | |
| 8. Are all other items that must be accessed frequently easily within your reach? | | | |
| 9. Is lighting sufficient? | | | |

If you answered no to any of these questions, or if your answers leave you wondering if you have an ergonomically-sound workstation, you may need an ergonomic evaluation. First, try to make adjustments on your own. If you find that your workstation is still unsuitable, contact your supervisor to schedule an evaluation with your center's industrial hygienist.