

Office Ergonomic Checklist

	Yes	No	N/A	Notes
Chair				
Is chair height adjustable?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does chair support lower back?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there room between the front edge of the chair seat and the back of the knees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are the arm rests adjustable?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Can work be easily reached without interference from the chair's arm rests?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Feet flat on the floor or footrest?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Thighs parallel to floor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does chair have an upright locking feature?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Comments:				

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Keyboard / Mouse				
With chair adjusted properly, are the keyboard and mouse approximately at elbow height?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If no, then are the forearms parallel to the keyboard while typing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the mouse close to the keyboard?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the mouse at the same height as the keyboard?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
When using the keyboard or mouse, can the person keep arms in a comfortable position with elbows at sides?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Arms close to body, instead of stretched out, reaching for keyboard or mouse?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Comments:				

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Worksurface				
Does the worksurface have a rounded edge?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there at least an inch of clearance between the bottom of the worksurface and thighs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there leg room under the desk?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is an adjustable keyboard tray available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is a non-adjustable keyboard tray available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
In either case, is there either a separate tray, or room for the mouse on the keyboard tray?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Comments:				

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Monitor				
Is the monitor in front of the keyboard, rather than to either side?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the viewing distance to the monitor at least 18 inches away from the user? <i>- arms length away is a good rule of thumb</i> <i>- depending on person's eyesight, this may not be possible</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the top of the computer screen at or slightly below eye level? <i>- if the person wears bifocals and views the screen through the bottom lens, the screen should be much lower</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the computer screen protected from excess glare?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the computer screen more or less perpendicular to the line of sight?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Comments: _____ _____				
Workstation Accessories				
Are the most frequently accessed items (phone, files, etc.) on the person's desk easily accessible (easy-reach zone)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does the person type from paper documents often?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do they have a document holder?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does the person use the phone often?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do they cradle the phone between their ear and shoulder?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do they have a shoulder rest attached to the phone receiver?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do they have a headset?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Comments: _____ _____				
Work Habits				
Does the person take their hands away from the keyboard or mouse during pauses? <i>(waiting for files to download, reading text, thinking about what to type, etc.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____



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Does the person spend most of their time working on the computer, or do tasks vary?

Do they have a need to get up from the desk often, or are they seated the majority of the day?

Comments:

If you feel a more thorough assessment is needed or you have any questions please call the Environmental Health and Safety Office at 713-221-8040 (x8040 to schedule an appointment in your office).