



Office Ergonomics Self-Inspection Checklist

This checklist is intended to highlight key aspects of a good ergonomic work environment. It is an assessment tool that allows an individual to consider various aspects of a workstation set-up. The goal is to complete the checklist with as many “yes” answers as possible. If most responses are “no”, please refer to <http://www.uvic.ca/hr/services/home/health/ergonomics/index.php> for potential solutions.

HEAD AND NECK	YES	NO
Have you adjusted your <i>monitor</i> so the top line of text is near eye level?		
Is the distance between your eyes and the <i>screen</i> about an arm’s length?		
If you use a <i>document holder</i> , is it close to or directly in front of your monitor?		
If you frequently use the <i>phone</i> , have you considered wearing a headset?		
BACK AND LEGS		
Is the area under your <i>desk</i> uncluttered, to allow for comfortable legroom?		
Have you adjusted your <i>chair</i> so that:		
• Your lower back is well supported by the chair backrest?		
• Your feet are flat on the floor or supported by a footrest?		
• Your thighs are parallel to the floor and knees bent about 90 degrees?		
• There is a slight gap between the edge of the seat and the backs of your knees?		
ARMS, WRISTS AND HANDS		
Have you adjusted your <i>keyboard</i> so that your:		
• Forearms are parallel to the floor?		
• Elbows are bent about 90 degrees?		
• Shoulders and upper arms are relaxed?		
• Wrists are straight?		
Is the <i>mouse</i> close to the keyboard, and on the same level?		
If your chair has <i>armrests</i> , do they comfortably support both forearms?		
EYES (LIGHTING AND GLARE)		
Is your <i>monitor</i> :		
• Placed at right angles to the window?		
• Placed away from direct overhead lights?		
• Adjusted so that the brightness and contrast controls are comfortable for you?		
Is there adequate lighting for <i>writing</i> and <i>reading</i> ?		
WORK DESIGN AND HABITS		
Is your work area <i>organized</i> so that frequently used items are close to you?		
Do you <i>alternate</i> tasks, or rotate jobs, throughout the day?		
Do you allow <i>breaks</i> for stretching and mini-pauses?		