

Computer Workstation Ergonomics: Self-Assessment Checklist

The Office Chair	Suggested Actions
Can the height, seat and back of the chair be adjusted to achieve the posture outlined below?	<ul style="list-style-type: none"> Obtain a fully adjustable chair.
Are your feet fully supported by the floor when you are seated?	<ul style="list-style-type: none"> Lower the chair. Use a footrest.
Does your chair provide support for your lower back?	<ul style="list-style-type: none"> Adjust chair back. Obtain lumbar roll.
When your back is supported, are you able to sit without feeling pressure from the chair seat on the back of your knees?	<ul style="list-style-type: none"> Adjust seat pan.
Do your armrests allow you to get close to your workstation?	<ul style="list-style-type: none"> Adjust armrests.

Keyboard and Mouse	Suggested Actions
Are your keyboard, mouse, and work surface at your elbow height?	<ul style="list-style-type: none"> Raise/lower workstation/keyboard/chair.
Are frequently used items within easy reach?	<ul style="list-style-type: none"> Rearrange workstation.
Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface?	<ul style="list-style-type: none"> Move keyboard to correct position.
When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? <i>The keyboard should be flat and not propped up on keyboard legs as an angled keyboard may place the wrist in an awkward posture when keying.</i>	<ul style="list-style-type: none"> Re-check chair, raise or lower as needed. Check posture. Check keyboard and mouse height .
Is your mouse at the same level and as close as possible to your keyboard?	<ul style="list-style-type: none"> Move mouse closer to keyboard.
Is the mouse comfortable to use?	<ul style="list-style-type: none"> Investigate alternate mouse options.

Breaks	Suggested Actions
Do you take postural breaks every 30minutes? E.g., standing, walking to printer, etc.?	<ul style="list-style-type: none"> Set reminders to take breaks.
Do you take regular eye breaks from looking at your monitor?	<ul style="list-style-type: none"> Practice the 30:30:30 rule: refocus your eyesight every 30 minutes on something that is 30 feet away for 30 seconds.