Workstation Ergonomics Self-Assessment
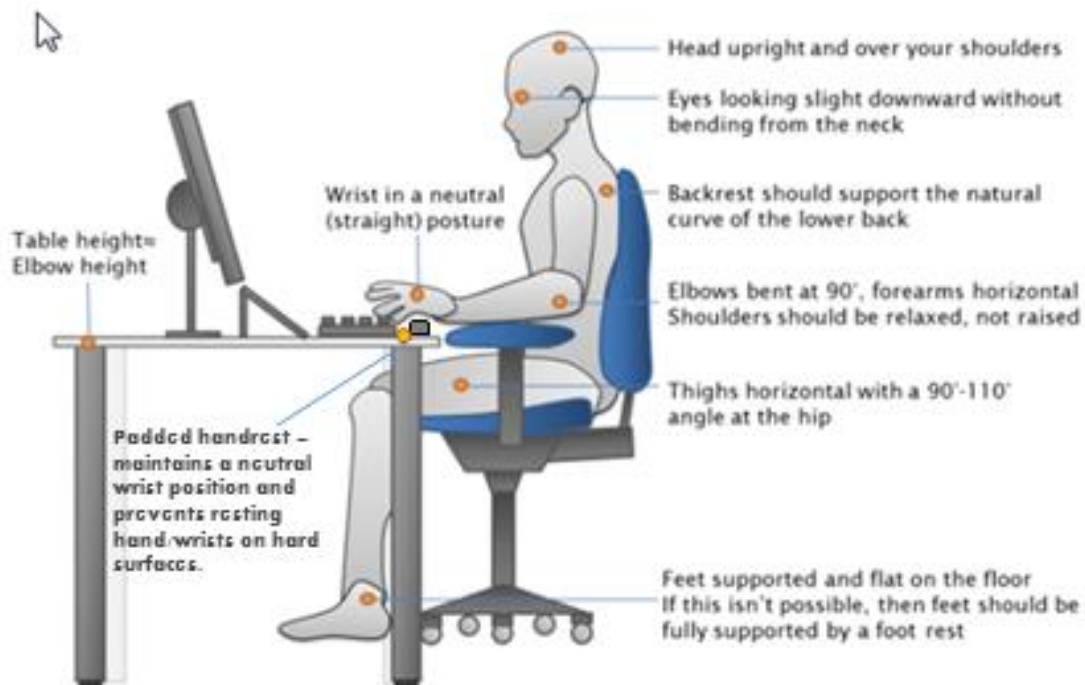
Name: Date:

Hours on computer per day:

A well designed workstation can help to reduce the risk of discomfort, pain and injury. Setting up your workstation properly encourages good posture and minimizes risk of discomfort and injury.

	Office Chair	YES	NO	N/A	Suggested Actions
1.	Can the height, seat and back of chair be adjusted to achieve neutral posture outlined above? (Knee at 90-130 degrees. Hip at 90-120 degrees)				•Obtain a fully adjusted chair.
2.	Are your feet flat and fully supported by the floor when you are seated?				•Lower the chair •Use a footrest
3.	Does your lumbar support make contact with the small of curve in your back?				•Adjust chair •Obtain lumbar roll
4.	When your back is supported, are you able to sit without feeling pressure from the chair seat on the back of your knees? (Make sure to have 1-2 inches of space between the thigh and the chair edge)				•Adjust seat pan •Add a back support •Obtain a different chair
5.	Do your armrests allow you to get close to your workstation?				•Adjust armrests •Remove armrests

	Keyboard	YES	NO	N/A	Suggested Actions
1.	Is the keyboard in a flat position directly in front of and aligned with the monitor?				•Adjust keyboard •Adjust monitor
2.	Is your keyboard positioned at a height that allows your wrist to be in a straight line with your arms?				•Adjust chair •Adjust keyboard tray •Adjust desk height
3.	Do your elbows rest comfortably at your sides at about a 90 degree angle?				•Adjust chair •Adjust keyboard tray •Adjust desk height
4.	Is your keyboard tray level or in a downward tilt?				•Adjust keyboard
5.	Do you use a soft palm rest to minimize contact pressure with hard surfaces on the desk?				•Obtain a soft palm rest

	Mouse	YES	NO	N/A	Suggested Actions
1.	Is your mouse at the same level and in close proximity to the keyboard so your elbow is at 90-120 degrees?				•Adjust mouse •Adjust chair
2.	Do you use a mouse that fits your hand comfortably and keeps your fingers relaxed and slightly curved?				•Obtain a new mouse
3.	Do you use a wrist rest or mouse pad that allows your wrist to rest on a soft surface and help avoid contact pressure?				•Obtain a wrist rest or mouse pad
4.	Do you use try to limit your use of the mouse by using keys and functions on the keyboard instead				•Use shortcuts

	Monitor	YES	NO	N/A	Suggested Actions
1.	Is the monitor positioned directly in front of you and square with the keyboard?				•Adjust monitor
2.	Is your monitor placed at a comfortable distance for viewing?				•Adjust monitor •Adjust chair
3.	Is the top 1/3 of the monitor screen at eye level? (This minimizes neck strain while working)				•Adjust monitor
4.	If you wear glasses, do you lower the monitor to avoid tilting your head back while viewing?				•Adjust monitor
5.	Do you use a document holder to help you scan between the document and the screen?				•Obtain a document holder

	Phone	YES	NO	N/A	Suggested Actions
1.	Is your phone properly positioned close to your workstation to avoid extended reaching while dialing and/or answering calls?				•Adjust phone
2.	If you use the phone for extended periods of time, do you use a headset or your speaker phone?				•Obtain a headset •Use speakerphone

|	Other	YES	NO	N/A	Suggested Actions
1.	Do you have glare from a window or light?				•Obtain a screen •Use filtered lighting
2.	Do you take postural breaks every 30 minutes? (Standing, walking to the printer etc.)				•Set reminders •Do stretching
3.	Do you take regular eye breaks from looking at your monitor				•Set reminders Refocus on picture on wall every 30 min.
4.	Could your daily tasks be varied to help overcome repetitive and prolonged activities?				•Adjust work
5.	Do you use a laptop computer for prolonged periods of time				•Use a docking station •Use the same neutral posture

Adjustments:

    1.

Recommendations:

    2.

WORK STATION LAYOUT
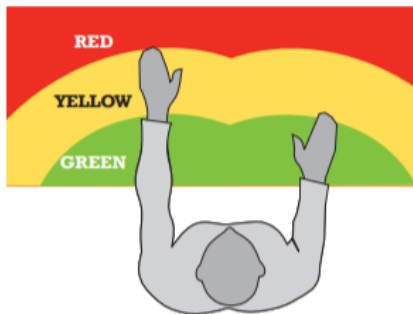
WORKSTATION LAYOUT

Now that the main components in your work area have been arranged, let's focus on the proper positioning of the peripheral items:

Frequently used objects should be located up close in the green zone.

Objects that are used less often can be placed in the midrange area, the yellow zone.

Seldom used objects can be placed in the red zone. Move them into the green or yellow zone when you need to handle them.

Use storage areas such as overhead shelves, filing cabinets, and desk drawers for items that you use infrequently. Avoid storing items under your desk, which can take up leg space or strain your back when you retrieve them.

Regardless of how good your working posture is, working in the same posture or sitting still for prolonged periods is not healthy. You should change your working position frequently throughout the day in the following ways:

- Make small adjustments to your chair or backrest.
- Stretch your fingers, hands, arms, and torso.
- Stand up and walk around for a few minutes periodically.

These four reference postures are examples of body posture changes that all provide neutral positioning for the body.

UPRIGHT SITTING

The user's torso and neck are approximately vertical and in line, the thighs are approximately horizontal, and the lower legs are vertical.

DECLINED SITTING

The user's thighs are inclined with the buttocks higher than the knee and the angle between the thighs and the torso is greater than 90 degrees. The torso is vertical or slightly reclined and the legs are vertical.

RECLINED SITTING

The user's torso and neck are straight and recline between 105 and 120 degrees from the thighs.

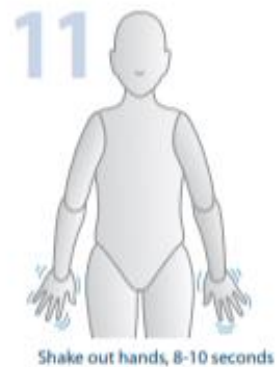Reclined seating is best suited for non-intensive tasks such as reading or talking on the telephone.

STANDING

The user's legs, torso, neck, and head are approximately in-line and vertical. The user may also elevate one foot on a rest while in this posture.

Office Stretches

Sitting at a computer for long periods often cause neck and shoulder stiffness and, occasionally, lower back pain. Do these stretches every hour or so throughout the day, or whenever you feel stiff.

1 10-20 seconds, two times

2 8-10 seconds, each side

3 15-20 seconds

4 3-5 seconds, three times

5 10-12 seconds, each arm

6 10 seconds

7 10 seconds

8 8-10 seconds, each side

9 8-10 seconds, each side

10 10-15 seconds, two times

11 Shake out hands, 8-10 seconds

To further reduce the risk, limit the use of the mouse and use the keys and functions on the keyboard instead. *The best mouse to use is no mouse at all. Here are some examples of keyboard shortcuts that can be used in most popular software programs.*

BASIC FUNCTIONS	
YOU PRESS	IT DOES
Ctrl+Esc	Activate Start Menu
Shift+F10	Right-click/context
Tab	Next field
Ctrl+Tab	Previous field
Ctrl+F4	Close sub-window
Alt+Tab	Next program
Alt+F4	Close program

EDITING AND FORMATTING	
YOU PRESS	IT DOES
Ctrl+B	Bold selected area
Ctrl+I	Italicize selected area
Ctrl+U	Underline selected area
Ctrl+Enter	New page
Ctrl+Z	Undo
Ctrl+A	Select all

CLIPBOARD RELATED COMMANDS	
YOU PRESS	IT DOES
Ctrl+X	Cut selected area
Ctrl+C	Copy selected area
Ctrl+V	Paste selected area