

Office Workstation Ergonomics Self-Assessment Checklist

Best Practice	Diagram Reference	Yes	No	If no, try the following
Are your feet flat on the floor?	1			<ul style="list-style-type: none"> • Raise/lower chair height • Use/remove foot rest • Reduce heel height of shoes
Are your knees and hips at 90 degrees when sitting?	2			<ul style="list-style-type: none"> • Raise/lower chair height • Use/remove footrest
Is your back straight and well supported by your chair?	3			<ul style="list-style-type: none"> • Sit back in your chair • Adjust lumbar support to fit the lower back • Move monitor closer to the edge of the desk
Are your shoulders relaxed (not slouched or raised)?	4			<ul style="list-style-type: none"> • Raise/lower chair height • Raise/lower armrests • Raise/lower keyboard height
Are your elbows at 90 degrees to the body while typing?	5,8/9			<ul style="list-style-type: none"> • Raise/lower armrests • Raise/lower keyboard height
Are your wrists straight (not bent up or down) when typing?	6			<ul style="list-style-type: none"> • Adjust the tilt of your keyboard tray • Close tilt risers on the back of your keyboard
Is your head upright and over your shoulders?	7,11,12			<ul style="list-style-type: none"> • Raise/lower monitor so the top of the screen is at eye level • Position monitor directly in front of you
Is your mouse on the same level as your keyboard?	10			<ul style="list-style-type: none"> • Place mouse on same level as keyboard • Use keyboard tray that accommodates both keyboard and mouse
Is your document holder at the same height and distance as your monitor?	13			<ul style="list-style-type: none"> • Obtain document holder if required • Adjust document holder to same height and distance as the monitor

Continued on reverse side

Is your computer screen free of lights or object reflections when it is turned off?	N/A			<ul style="list-style-type: none"> • Use blinds or curtains to reduce glare from windows • Use screen glare filter • Use task lighting that will not reflect onto the screen
Do you take regular breaks or stretch when sitting for a long duration?	N/A			<ul style="list-style-type: none"> • Take regular micro breaks (30 seconds) throughout the day • Eat lunch away from your desk

Reference Diagram

