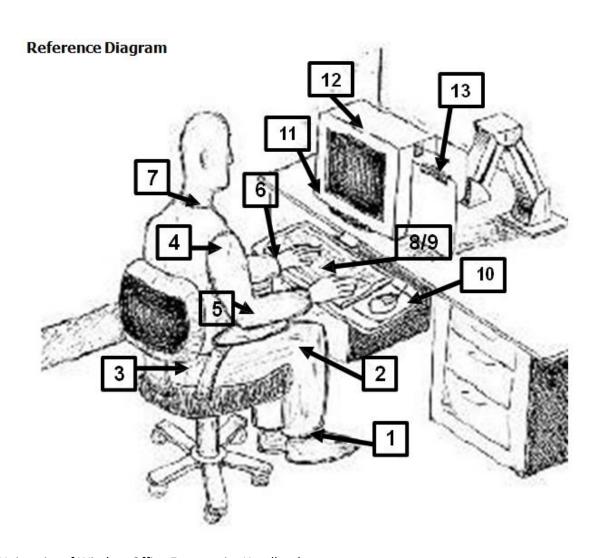
Office Workstation Ergonomics Self-Assessment Checklist

Best Practice	Diagram Reference	Yes	No	If no, try the following
Are your feet flat on the floor?	1			 Raise/lower chair height Use/remove foot rest Reduce heel height of shoes
Are your knees and hips at 90 degrees when sitting?	2			Raise/lower chair heightUse/remove footrest
Is your back straight and well supported by your chair?	3			 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			Raise/lower chair heightRaise/lower armrestsRaise/lower keyboard height
Are your elbows at 90 degrees to the body while typing?	5,8/9			Raise/lower armrestsRaise/lower keyboard height
Are your wrists straight (not bent up or down) when typing?	6			 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			 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			 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			 Obtain document holder if required Adjust document holder to same height and distance as the monitor

Is your computer screen free of lights or object reflections when it is turned off?	N/A	 Use blinds or curtains to reduce glare from windows Use screen glare filter Use tasks lighting that will not reflect onto the screen
Do you take regular breaks or stretch when sitting for a long duration?	N/A	 Take regular micro breaks (30 seconds) throughout the day Eat lunch away from your desk



^{*}University of Windsor Office Ergonomics Handbook