

OFFICE ERGONOMICS SELF-ASSESSMENT CHECKLIST

The goal of this checklist is to help you assess your workstation set-up so that it is proper for you, and to reduce repetitive strain injuries. Answer the questions below:

Do you feel any discomfort? If so, where?

<input type="checkbox"/> Back of neck	<input type="checkbox"/> Shoulders	<input type="checkbox"/> Lower back	<input type="checkbox"/> Elbows
<input type="checkbox"/> Forearms	<input type="checkbox"/> Wrists	<input type="checkbox"/> Fingers	<input type="checkbox"/> Eyes
<input type="checkbox"/> Thighs	<input type="checkbox"/> Knees	<input type="checkbox"/> Lower legs	<input type="checkbox"/> Ankles/feet

WHAT TO LOOK FOR	YES	NO	TIPS / POSSIBLE SOLUTIONS
LEGS AND BACK			
Do you have enough legroom?			<ul style="list-style-type: none">▪ Don't be afraid to try out the adjustments on your chair (back, height, tilt, armrests).▪ Also, sit back in your chair and tuck in your abdominal muscles
Have you adjusted your chair so that:			
<ul style="list-style-type: none">○ Your feet are flat on the floor or on a footrest?			
<ul style="list-style-type: none">○ Your hips are slightly above your knees?			
<ul style="list-style-type: none">○ The lumbar support is positioned so as to support the curve of the lower back?			
<ul style="list-style-type: none">○ There is a 1 to 4 inch gap between the edge of your seat and the back of your knees?			
NECK AND HEAD			
Have you adjusted your monitor so that the top is at or slightly below eye level?			<ul style="list-style-type: none">▪ What you look at or use the most should be placed directly in front of you▪ Avoid cradling the phone. Consider using a headset.
Is the monitor directly in front of you and approximately one arm's length away?			
If you need a document holder, is it adjacent to or directly in front of the monitor?			
ARMS, WRISTS, AND HANDS			
Can you adjust your keyboard and mouse at or slightly lower than elbow height?			<ul style="list-style-type: none">▪ Use minimum force while striking keys.▪ Avoid resting elbows, forearms, wrists on sharp edges▪ Elbows should hang close to the body.
Are your wrists straight while operating the keyboard and mouse (you can use wrist rests)?			
Is the mouse at the same level as and next to the keyboard?			
Are your shoulders relaxed while you work?			

To request more information, do not hesitate to contact Environmental Health & Safety at x2424 or at ehs@alcor.concordia.ca.

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WHAT TO LOOK FOR	YES	NO	TIPS / POSSIBLE SOLUTIONS
EYES			
Is the monitor positioned so as to avoid glare or reflection?			<ul style="list-style-type: none"> Place monitor perpendicular to windows and use blinds to prevent glare Try gazing at a distant object or blinking to give your eyes a break It takes more light to read a document than for the computer Tell your eye specialist how often you use your computer to obtain the correct prescription.
Are the fonts and images sharp, clear and easy to read?			
Is there adequate lighting?			
OTHER IDEAS			
Do you keep often used items within easy reach?			<ul style="list-style-type: none"> Position what you use only occasionally further away to avoid frequent over reaching. Also keep your work area neat and tidy Take mini-breaks from the computer by making photocopies, phone calls, etc. Organize your workload to avoid stress
Do you alternate tasks throughout the day?			
Do you allow time for stretching and mini-pauses during the day?			
Are temperature and noise levels appropriate?			
If there are more than one user of this workstation, are all surfaces adjustable?			

If most of your answers are **yes**, then you have arranged your workstation to your needs. However, if most of your responses are **no**, you can refer to the Tips to determine if you can make some changes and improvements to your workstation.

Comments: _____

If you would like to request an ergonomic assessment from Environmental Health & Safety, please return this completed form, along with your name and department listed below, to S-GM-1100-50 or send it by fax to x2807 or by email to ehs@alcor.concordia.ca.

Name: _____ Department: _____ Phone: _____

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