

## Safety and Health Manual Ergonomic Evaluation Checklist

This checklist is a helpful resource as you conduct an ergonomic evaluation of your office and workspace.

### WORKING POSTURE

- HEAD and NECK upright or in-line with body alignment.
- HEAD, NECK, & TRUNK facing forward toward keyboard and monitor.
- TRUNK perpendicular to floor or leaning backward into backrest.
- NECK, SHOULDERS, & UPPER ARMS in-line with torso.
- UPPER ARMS & ELBOWS close to body and extending outward/inward.
- FOREARMS, WRISTS, & HANDS straight and in-line with body.
- WRISTS & HANDS straight, not bending, in or out, up/down.
- THIGHS parallel to the floor or slightly elevated above knees.
- FEET resting on floor or stable footrest.

### SEATING

- BACKREST adequately supporting lower back.
- SEAT WIDTH & DEPTH accommodates the user.
- SEAT FRONT does not press against the back of knees.
- SEAT has cushioning and “waterfall” front.
- ARMRESTS support forearms and do not interfere with movement.

### KEYBOARD/INPUT DEVICE

- KEYBOARD is stable and large enough.
- MOUSE is located next to keyboard, without reaching, on same level.
- MOUSE is easy to activate, not too large or too small.
- WRISTS & HANDS do no rest on sharp or hard edges.

### MONITOR

- TOP of screen is about eye level.
- USERS WITH GLASSES can read without moving head up and down.
- MONITOR DISTANCE permits reading without moving forward or back.
- MONITOR POSITION is directly in front of user.
- GLARE is not a problem.

### WORK AREA

- SUFFICIENT SPACE between desk / keyboard tray and thighs.
- LEGS AND FEET have sufficient clearance under work surface.

### ACCESSORIES

- DOCUMENT HOLDER is stable and large enough to hold materials.
- DOCUMENT HOLDER is placed on same height as monitor.
- WRIST / PALM RESTS keep arms, wrists, and hands straight and in-line.
- TELEPHONE can be used with head upright and shoulder relaxed.

### GENERAL

- WORKSTATION & EQUIPMENT are adjustable for good working posture.
- WORKSTATION, COMPONENTS, & ACCESSORIES maintained serviceable.
- COMPUTER TASKS organized to allow varied tasks with other activities.

### NOTES

---



---



---



---



---