

Office Ergonomics Checklist

Date: _____

Employee Name: _____

Work Location: _____

Conducted by: _____

Reviewed by: _____ Date: _____

Are there sharp edges that press on the employee's:	Yes	No
Hands?		
Fingers?		
Wrists?		
Forearms?		
Thighs?		
Other? Comment:		
Are the following items easily adjustable?	Yes	No
Seat height		
Back rest/ Lumbar support height		
Back rest movement forwards and backwards		
Chair arms		
Chair seat pan forwards and backwards		
Chair seat pan tilt		
Foot rest		
Desk height		
Computer screen tilt		
Distance from computer to operator		
Keyboard height		
Keyboard angle		
Distance from keyboard to operator		
Document holder		
Lighting		
Other? Comment:		
Proper posture for employee:	Yes	No
Are both feet flat on the floor or on a footrest?		
Are the knees bent at 90° angles?		
Are the thighs parallel to the floor?		
Do the thighs fit comfortably under the desk?		
Is the upper back supported by the backrest?		
Does the lumbar support the lower back?		
Are the upper arms hanging by the sides?		

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Are the lower arms parallel to the floor?		
Are the wrists in a neutral position?		
Is the neck bent forward to look at the computer screen?		
Is the neck bent forward to look at documents?		
Does the employee lean forward while typing?		
Is the employee hunched over his/her work?		
Computer keyboard, screen and mouse	Yes	No
Can the employee access the computer disk drives without excessive reaching or twisting?		
Is there any glare on the computer screen caused by lighting from overhead lights or windows?		
Is the top of the computer monitor tilted back?		
Is the first line of text on the computer screen at eye level?		
Is the computer monitor positioned directly in front of the employee?		
Is the computer screen at a comfortable viewing distance from the employee?		
Does the keyboard angle allow for the wrists to maintain a neutral position?		
Is the keyboard at the appropriate height to maintain the wrists in a neutral position?		
Can the fingers reach all of the keys without awkward straining?		
Does the employee have to reach for the keyboard?		
Is the employee's wrist in a neutral position when using the mouse?		
Is the employee using the whole arm to move the mouse?		
Is the mouse next to the keyboard or does the employee have to reach for the mouse?		
Does the employee let go of the mouse when they are not using it?		
Workstation layout	Yes	No
Are frequently used items within arm's reach?		
Does the employee have to twist or excessively reach to perform job duties?		
Is the workstation height at a comfortable height for the employee?		
Is the working surface covered with excess clutter?		
Is there adequate legroom under the desk for the employee?		
Is the computer CPU within easy reach of the employee?		
Lighting	Yes	No
Does the work area have proper lighting to perform job duties?		
If windows are present, are there blinds to adequately control the light?		
Are the blinds adjusted throughout the day to maximize the natural light and reduce glare?		

