



## Office Ergonomics

Ergonomics is the science of adapting working conditions to the needs of the worker. Simply put ergonomics is fitting the task to the human. The following checklist may be used to assess your workstation. Once you have completed the checklist make any necessary changes to your workstation so that your answer to each question is yes. Following these guidelines will help prevent or alleviate any discomfort you may be experiencing and may optimize performance.

### Chair Adjustment

Yes No

- Is the chair height adjusted so that the worker's thighs are parallel to the floor?
- Does the chair support the lower back?
- Is there room between the front edge of the chair and the back of the knees?
- Can the armrests be adjusted to just below the elbow?
- Do the armrests allow the user to get close enough to the workstation?
- Do the worker's feet rest flat on the floor or footrest?

### Keyboard Tray, Keyboard and Pointing Device

- With the chair properly adjusted, is the keyboard at approximately elbow level?
- Are the worker's arms at their sides rather than stretched out in front of them?
- Does the angle of the keyboard allow the wrists to be straight?
- If a keyboard tray is used is it large enough to hold both the keyboard and the pointing device?
- Is the keyboard tray stable?
- Does the pointing device fit the hand?

### Monitor and Source Document

- Is the monitor located in front of the worker?
- Is the monitor approximately 18-30 inches (an arm's length) away?
- Is the top row of characters aligned with the seated eye height of the worker?
- If a document holder is used, is the document holder adjacent to the computer screen?

Yes No

- Is the font size, screen contrast and/or image quality in print and on the monitor acceptable?

### Phone and Printer

- Can the printer be accessed without extended reaching?
- Can the worker talk on the phone without cradling it?
- Can the phone be accessed without extended reaching?
- Is the phone located on the same side as the hand that is used to answer it?

### Workspace

- Is the CPU in a location that does not interfere with positioning of the worker in the workstation?
- Can the worker move about the workspace easily, free from equipment or supplies obstructing movement?
- Is there adequate leg clearance (height, width, depth)?
- Is there sufficient storage and filing room to keep the work area free from clutter?

### Environment

- Is lighting adequate for all tasks?
- If lighting is inadequate is task lighting used?
- Is the monitor screen free of glare from overhead lighting?
- Is the monitor located perpendicular to windows or are windows heavily tinted?
- Is the workstation climate acceptable?

When looking for ergonomic office supplies and furniture see [www.amazon.com](http://www.amazon.com) or [www.officemax.com](http://www.officemax.com). If you have questions or need further information, contact Environmental Health and Safety at 446-5798.