



## OFFICE ERGONOMIC CHECKLIST

Date \_\_\_\_\_

Employee \_\_\_\_\_

Company \_\_\_\_\_

Evaluator \_\_\_\_\_

		Yes	No	Action Taken
<b>CHAIR</b>	<b><u>Base</u></b> <ul style="list-style-type: none"> <li>• Five point base with castors wheels</li> <li>• Swivels</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b><u>Seat Pan</u></b> <ul style="list-style-type: none"> <li>• Padded</li> <li>• No sharp edges</li> <li>• Width and depth fits posterior</li> <li>• 2-3 finger breadth between knee and seat pan edge</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b><u>Seat Height</u></b> <ul style="list-style-type: none"> <li>• Thighs parallel to floor when seated</li> <li>• Knees at 90 degrees</li> <li>• Feet flat on the floor</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b><u>Backrest</u></b> <ul style="list-style-type: none"> <li>• Padded</li> <li>• Supports upper back perpendicular to the floor</li> <li>• Lumbar support apex positioned at or slightly below belt line</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b><u>Armrests</u></b> <ul style="list-style-type: none"> <li>• Shoulders relaxed and level</li> <li>• Elbows at 90 degrees</li> <li>• Fit under workstation and/or allow positioning close to work surface</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WORKSTATION</b>	<ul style="list-style-type: none"> <li>• Clearance for thighs and sufficient legroom (2-3")</li> <li>• Foot area clear of obstacles</li> <li>• Height is equal to seated elbow height</li> <li>• No sharp edges</li> <li>• Frequently used objects are within easy reach</li> <li>• Minimal reaching <b>above</b> the shoulder</li> <li>• Minimal reaching <b>below</b> the shoulder</li> <li>• Surface space is adequate</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	

		Yes	No	Action Taken
<b>KEYBOARD</b>	• Neutral wrist position	<input type="checkbox"/>	<input type="checkbox"/>	
	• Located close to the body	<input type="checkbox"/>	<input type="checkbox"/>	
	• Relaxed arm position during keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	
<b>MOUSE</b>	• Fits user's hand	<input type="checkbox"/>	<input type="checkbox"/>	
	• Neutral wrist position	<input type="checkbox"/>	<input type="checkbox"/>	
	• Located close to keyboard and at the same level	<input type="checkbox"/>	<input type="checkbox"/>	
	• User maintains loose grip	<input type="checkbox"/>	<input type="checkbox"/>	
<b>MONITOR</b>	• Positioned directly in front of user	<input type="checkbox"/>	<input type="checkbox"/>	
	• Top of screen is at or below eye level	<input type="checkbox"/>	<input type="checkbox"/>	
	• Screen is tilted ~ perpendicular to the floor	<input type="checkbox"/>	<input type="checkbox"/>	
	• Viewing distance is comfortable (18"-24")	<input type="checkbox"/>	<input type="checkbox"/>	
	• Glare minimized (90 degrees to windows, use glare screen when required)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ACCESSORIES</b>	<b><u>Document Holder</u></b>			
	• Positioned in front of user	<input type="checkbox"/>	<input type="checkbox"/>	
	• Stable and large enough to hold documents	<input type="checkbox"/>	<input type="checkbox"/>	
	<b><u>Telephone</u></b>			
	• Headset / handset rest is used	<input type="checkbox"/>	<input type="checkbox"/>	
	• Located within arms reach	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ENVIRONMENT</b>	<b><u>Lighting</u></b>			
	• Continuously occupied areas – 200 lux	<input type="checkbox"/>	<input type="checkbox"/>	
	• General offices – 500 lux	<input type="checkbox"/>	<input type="checkbox"/>	
	• Fine detail work – 750 lux	<input type="checkbox"/>	<input type="checkbox"/>	
	<b><u>Noise Level</u></b>			
	• Less than 55 dBA for tasks requiring concentration	<input type="checkbox"/>	<input type="checkbox"/>	
	• Less than 65 dBA for routine tasks	<input type="checkbox"/>	<input type="checkbox"/>	
	• Free from distracting high noise levels	<input type="checkbox"/>	<input type="checkbox"/>	
	<b><u>Temperature</u></b>			
	• 70-73 degrees	<input type="checkbox"/>	<input type="checkbox"/>	
	• Free from hot or cold areas	<input type="checkbox"/>	<input type="checkbox"/>	
	<b><u>Hazards</u></b>			
	• Cables and cords positioned to prevent tripping	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WORK HABITS</b>	• Breaks (every 20-40 minutes for 3-5 minutes)	<input type="checkbox"/>	<input type="checkbox"/>	
	• Keyboarding behavior (high impact, deviated-extended wrist)	<input type="checkbox"/>	<input type="checkbox"/>	
	• Minimize static or awkward postures	<input type="checkbox"/>	<input type="checkbox"/>	
	• Reduce localized contact stress on appendages	<input type="checkbox"/>	<input type="checkbox"/>	
	• Limit highly repetitive tasks	<input type="checkbox"/>	<input type="checkbox"/>	