

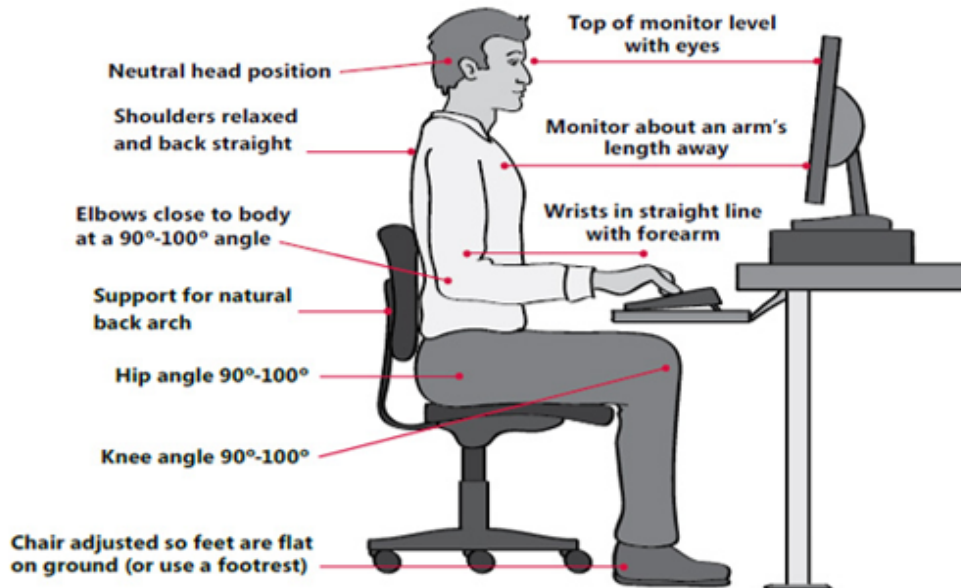
Office Workstation Ergonomic Self-Assessment

Review the checklist to identify ways to set up your workstation for optimal comfort. If any of the answers are no, adjust your workstation or contact ehs@mtroyal.ca for an ergonomic assessment.

Keyboard Position	Yes	No
Upper arms hang relaxed at side during computer use (armrest optional)	_____	_____
Elbow joints are at about 90°	_____	_____
Hands are in line with forearms when using keyboard and mouse	_____	_____
Forearm is supported when using a mouse or other hand-held device	_____	_____
Both keyboard and mouse height allow comfortable arm postures	_____	_____
Monitor Position	Yes	No
The top of the screen is at eye to eyebrow height (bi- or trifocal wearers may need it higher)	_____	_____
Viewing distance (eyes to screen) is approximately arm length	_____	_____
Monitor is centred in front of user during continuous computer use	_____	_____
Dual monitors are positioned in half circle centred in front of user, or primary monitor (>70% of day) is positioned directly in front with second screen angled to side)	_____	_____
Laptops used as monitors are positioned on laptop holder to elevate screen*	_____	_____
Seating	Yes	No
The seat height is adjusted so thighs are roughly parallel to the floor	_____	_____
The lumbar support supports lower back arch	_____	_____
The thighs are roughly parallel to the floor	_____	_____
Feet are flat on the floor or a footrest is provided where necessary	_____	_____
Seat pan is adjusted so that front edge sits about fist-width from back of calves	_____	_____
Arms are adjustable and can be moved out of the way of desk / keyboard tray	_____	_____
The worker knows how to adjust chair for maximum comfort	_____	_____
Desks	Yes	No
Desk has comfortable space for knees and feet	_____	_____
Desk height keeps keyboard/mouse at comfortable height, or has keyboard tray	_____	_____
Standing desks are easy to adjust between positions	_____	_____
Document Holders	Yes	No
An adjustable document holder is available if required	_____	_____
The holder is large enough for documents being used	_____	_____
Lighting	Yes	No
Lighting levels are comfortable	_____	_____
The computer screen is free of glare spots	_____	_____
The worker is shielded from sources of direct glare	_____	_____
The worker's line of sight is parallel to the plane of windows	_____	_____
The office area is illuminated with indirect light fixtures	_____	_____
The workstation is located between rows of overhead lights (where possible)	_____	_____
The worker is provided with an adjustable task light (if required)	_____	_____
Task Design	Yes	No
Worker takes regular postural breaks every 30 to 60 min (standing, stretching, walking)	_____	_____
Frequently used items (e.g. phone, pens) within easy reach?	_____	_____
Worker takes regular eye breaks to look away from monitor	_____	_____

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Figure 1: Proper Desktop Position



<https://infograph.venngage.com/p/146324/canada>

Figure 2: Desktop Work Zones

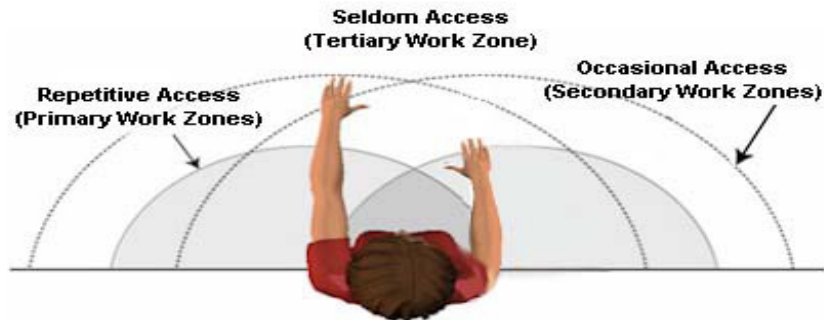


Figure 3: Wrist Positions When Typing



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