



## Workstation Ergonomics: Self Evaluation Checklist

Following completion of this checklist, please discuss any concerns or requirements with your supervisor. The employee and supervisor should retain a copy of all completed assessments.

| YES | NO | Chair  |
|-----|----|--|
|     |    | Are your feet flat on the floor or on a footrest with knees and hips at the same height?   |
|     |    | Is the backrest of the chair adjusted to provide lumbar support?   |
|     |    | Is there 2-3" of space from the front of the chair seat to the back of your knees?   |
|     |    | Are arm rests available for support when needed and out of the way when necessary?   |
|     |    | Do you know how to use all the chair adjustment features?  |
| YES | NO | Keyboard and Mouse   |
|     |    | With shoulders relaxed and elbows at 90 to 110 degrees, is the keyboard under the palms of the hands?  |
|     |    | Do you use the keyboard and mouse without planting or pivoting your wrists on the desk or wrist support?   |
|     |    | Does the keyboard lay flat (not propped up on legs)?   |
|     |    | Is your mouse positioned next to the keyboard the same height as the keyboard?   |
|     |    | Is the mouse comfortable to use?   |
| YES | NO | Monitor  |
|     |    | Single monitor: Is monitor positioned directly in front of you?<br>Dual monitors: Are they centered or with the main monitor centered?   |
|     |    | Is your monitor easily viewed while sitting back supported by the Chair? Monitor position should be approximately an arm's length away.  |
|     |    | Is the top of the monitor screen at or slightly lower than eye level? If using bi-focal or progressive lenses, the monitor may need to be lower to maintain neutral neck position.   |
|     |    | Is monitor positioned to avoid glare from a light source like a window or light fixture?   |
| YES | NO | Work Practices   |
|     |    | Do you take time to move or change positions at least every 30 minutes?  |
|     |    | Do you use a headset or speakerphone if writing or keying while speaking on the phone or in a meeting?   |
| YES | NO | Work Environment   |
|     |    | If using laptop for prolonged periods of time, consider using: <ul style="list-style-type: none"> <li>• A full-sized external keyboard and mouse</li> <li>• A plug-in or docking station with full sized monitor or laptop stand.</li> </ul> |
|     |    | Is the underside of the desk free from clutter?  |
|     |    | Are you giving your eyes a break by looking away from the monitor?   |
|     |    | Are frequently used items within easy reach?   |

\* All answers should be "YES." Please use the "NOTES" section to address "NO" answers.

## Workstation Ergonomics: Self Evaluation Checklist

---

**NOTES:**

**Employee Completing Assessment**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Division/Supervisor**

Name: \_\_\_\_\_ Date: \_\_\_\_\_