

OFFICE ERGONOMIC SELF-CHECK

Take a look at your own work area and how you perform in it. Remember, ergonomics is more than just your equipment. How you interact with it is equally important. This self-guided survey is a quick and easy way to assess your environment.

CHAIR

Can you sit back in the seat with your low back firmly supported by the chair back?

Yes___ No___

Does the seat support the legs while leaving a small gap behind the knee?

Yes___ No___

Are you sitting as high as comfortably possible with the feet flat and supported?

Yes___ No___

Are your arms free to move without obstruction from the armrests?

Yes___ No___

Do you feel that the chair size fits your body size?

Yes___ No___

DESK

Is there adequate room for your legs under the desk?

Yes___ No___

Are frequently used items within close reach and comfortably placed?

Yes___ No___

If applicable, does the desk feel comfortable for reading and writing tasks?

Yes___ No___

MONITOR

Are your eyes approximately level with the top of the monitor?

Yes___ No___

Does the screen feel as if it's a comfortable distance away?

Yes___ No___

Can you read the screen without leaning forward or moving the head?

Yes___ No___

Is there any reflection or glare on the screen?

Yes___ No___

KEYBOARD

Are your shoulders down with the arms relaxed at your side when positioned at the keyboard?

Yes___ No___

Do your wrists look and feel straight while typing?

Yes___ No___

MOUSE(INPUT DEVICE)

Does the device that you use feel like it fits your hand size?

Yes___ No___

Do you keep your wrist straight while using the device?

Yes___ No___

Do you have adequate room to use your device?

Yes___ No___

KEYBOARD AND MOUSE PLACEMENT

Is the keyboard centered with the monitor?

Yes___ No___

Is the keyboard/mouse surface relatively flat?

Yes___ No___

Is your device as close to you as comfortably possible?

Yes___ No___

MISCELLANEOUS

Are you comfortable at your workstation?

Yes___ No___

If you answered no to any question in the survey and can adequately resolve the issue yourself, great. If you need assistance to correct something, contact us to schedule an ergonomic consultation.