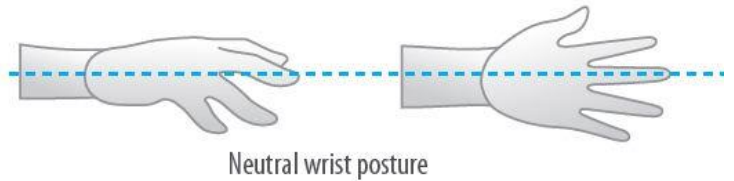
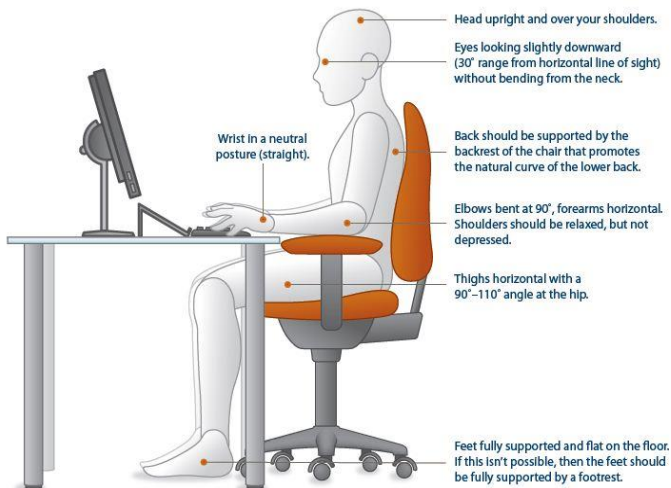




The Workstation Ergonomics Self-Assessment is best undertaken by two people e.g. with your supervisor or another employee. This enables the person to sit at their workstation while a second person observes and assists them achieve the recommended posture.

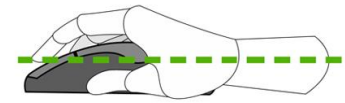
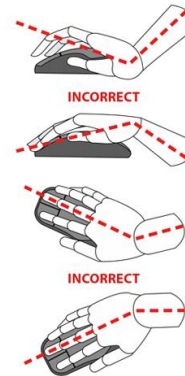
Item	The Office Chair	Yes	No	N/A	Suggested Actions
1.	Can the height, seat and back of the chair be adjusted to achieve the posture outlined below?				<ul style="list-style-type: none"> Obtain a fully adjustable chair
2.	Are your feet fully supported by the floor when you are seated?				<ul style="list-style-type: none"> Lower the chair Use a footrest
3.	Your knees should be the same height as your hips				<ul style="list-style-type: none"> Adjust the chair height Use a footrest
4.	Does your chair provide support for your lower back?				<ul style="list-style-type: none"> Adjust chair back Obtain proper chair Obtain lumbar roll
5.	When your back is supported, you are able to sit without feeling pressure from the chair seat on the back of your knees?				<ul style="list-style-type: none"> Adjust seat pan Add a back support
6.	Do your armrests allow you to get close to your workstation?				<ul style="list-style-type: none"> Adjust armrests Remove armrests
7.	Hands, wrists and forearms should be straight, in-line and roughly parallel to the floor				<ul style="list-style-type: none"> Make needed adjustment to the chair



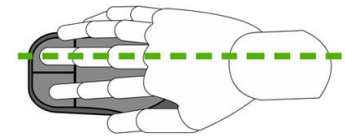
Item	Keyboard and Mouse	Yes	No	N/A	Suggested Actions
8	Are your keyboard, mouse and work surface at your elbow height?				<ul style="list-style-type: none"> Raise / lower workstation Raise or lower keyboard Raise or lower chair
9	Are frequently used items within easy reach? (i.e. phone)				<ul style="list-style-type: none"> Rearrange workstation
10	Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface?				<ul style="list-style-type: none"> Move keyboard to correct position
11	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? <i>The keyboard should be flat and <u>not</u> propped up on keyboard legs as an angled keyboard may place the wrist in an awkward posture when keying.</i>				<ul style="list-style-type: none"> Re-check chair, raise or lower as needed Check posture Check keyboard and mouse height
12	Is your mouse at the same level and as close as possible to your keyboard?				<ul style="list-style-type: none"> Move mouse closer to keyboard Obtain larger keyboard tray if necessary
13	Is the mouse comfortable to use?				<ul style="list-style-type: none"> Rest your dominant hand by using the mouse with your non-dominant hand for brief periods.



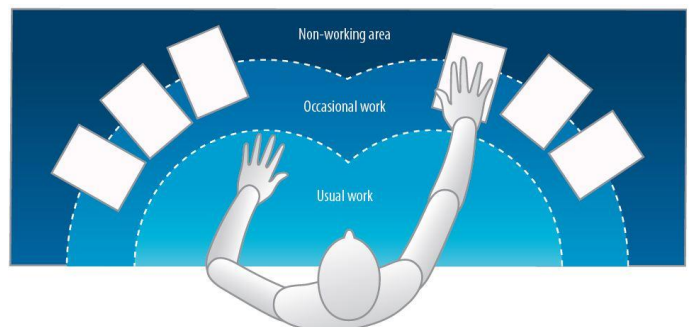
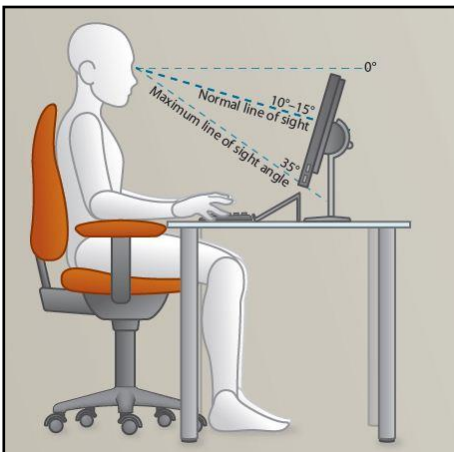
ERGONOMIC CHECKLIST



CORRECT



Item	WorkSurface	Yes	No	N/A	Suggested Actions
14	Is your monitor positioned directly in front of you?				<ul style="list-style-type: none"> • Reposition monitor
15	Is your monitor positioned at least an arm's length away? Note: the monitor's location is dependent on the size of the monitor, the font, screen resolution and the individual user e.g. vision/use of bifocal spectacles etc.				<ul style="list-style-type: none"> • Reposition monitor • Seek an alternative monitor if necessary e.g. flat screen that uses less space
16	Is your monitor height slightly below eye level?				<ul style="list-style-type: none"> • Add or remove monitor stand • Adjust monitor height
17	Is your monitor and work surface free from glare?				<ul style="list-style-type: none"> • Windows at side of monitor • Adjust overhead lighting • Cover windows • Obtain antiglare screen
18	Do you have appropriate light for reading or writing documents?				<ul style="list-style-type: none"> • Obtain desk lamp • Place on left if right-handed – place on right if left handed
19	Are frequently used items located within the usual work area and items which are only used occasionally in the occasional work area?				<ul style="list-style-type: none"> • Rearrange workstation





Item	Breaks	Yes	No	N/A	Suggested Actions
20	Do you take postural breaks every 30 minutes? E.g. standing, walking to printer / fax etc.?				<ul style="list-style-type: none"> Set reminders to take breaks
21	Do you take regular eye breaks from looking at your monitor?				<ul style="list-style-type: none"> Refocus on picture on wall every 30 minutes

Item	Accessories	Yes	No	N/A	Suggested Actions
22	Is there a sloped desk surface or angle board for reading and writing tasks if required?				<ul style="list-style-type: none"> Obtain an angle board
23	Is there a document holder either beside the screen or between the screen and keyboard if required?				<ul style="list-style-type: none"> Obtain document holder
24	Are you using a headset or speakerphone if you are writing or keying while talking on the phone?				<ul style="list-style-type: none"> Obtain a headset if using the phone and keyboard
25	Assess the lighting in the space. If overhead lights are not adequate or turned off is task lighting available?				<ul style="list-style-type: none"> Purchase task lamp if necessary
Item	Laptop	Yes	No	N/A	Suggested Actions
26	In the event of using a laptop computer for prolonged periods of time use of; <ul style="list-style-type: none"> A full sized external keyboard and mouse; Docking station with full sized monitor or a laptop stand 				<ul style="list-style-type: none"> Obtain appropriate laptop accessories





ERGONOMIC CHECKLIST

Following completion of this checklist, please discuss any concerns or requirements with your supervisor.

All completed assessments should be submitted to your supervisor.

Changes should be implemented systematically to determine if the change is effective. Allow a trial time of the changes for a minimum of 30 days in order to measure the effectiveness. If after this time period pain or problems continue to persist return this completed form, along with your name and department, to the EH&S office via email to safety@wm.edu

Person Completing Assessment

Name		Position	
Signature		Date	

Supervisor

Name		Position	
Signature		Date	
Comments/ Actions Taken	<i>E.g. New ergonomic chair purchased, repositioning of monitors, etc.</i>		