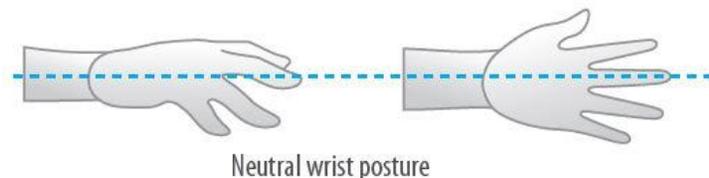
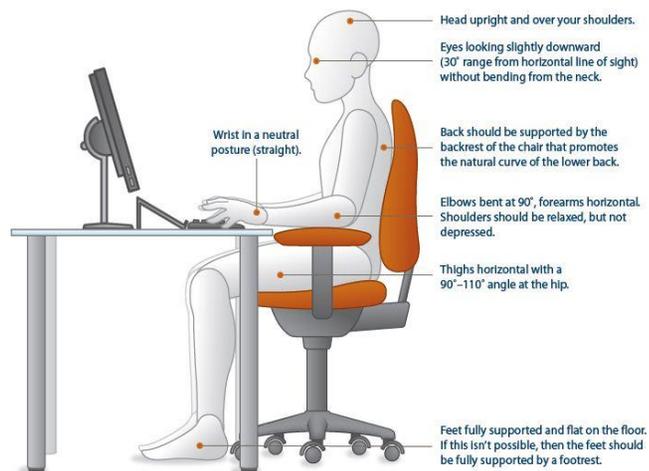


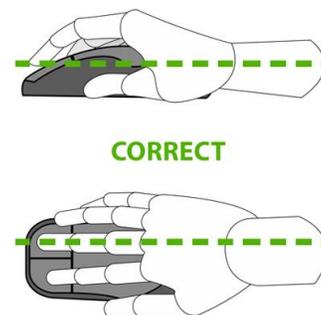
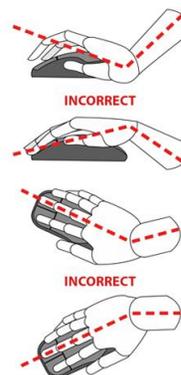
Name		School or Department	
Position		# of hours per day at workstation	

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.

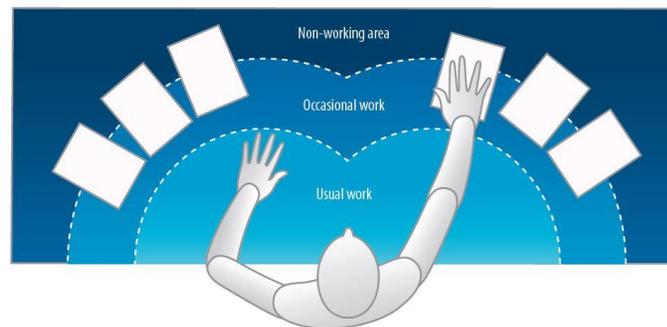
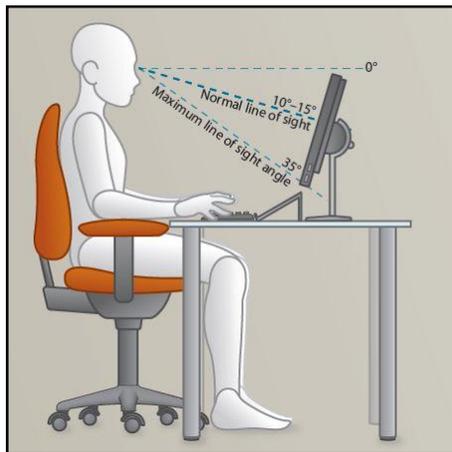
Item	The Office Chair	Yes	No	N/A	Suggested Actions
1	Can the height, seat and back of the chair be adjusted to achieve the posture outlined below?				<ul style="list-style-type: none"> Obtain a fully adjustable chair
2	Are your feet fully supported by the floor when you are seated?				<ul style="list-style-type: 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.



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

