

Office Ergonomics Design Checklist

OFFICE ERGONOMICS DESIGN CHECKLIST

Seating

- Is your chair vertically adjustable and on a five-point base?
- Does your chair have an adjustable lumbar (low back) support?
- Does the backrest provide adequate support for your back?
- Does your seat pan width and depth provide for good fit and comfort?
- Does the seat pan cushion provide adequate comfort for you?
- Does your seat pan have tilt adjustability?
- Does your seat pan have depth (forward and backward) adjustability?
- Does the seat pan have a rounded front that does not pressure the back of your knees and legs?
- When seated, are your knees at or below the level of your hips (knees not higher than hips)?
- Do your feet rest flat on floor or are they supported by a stable footrest?
- Does your chair have armrests that support your forearms and do not interfere with swivel or normal movements of the chair?

Keyboard and Mouse

- Does the keyboard location allow you to keep your upper arms and elbows close to body (arms not extended outward beyond 45 degrees)?
- Is there weight bearing support for your arms (chair arms or wrist rest) which allows you to rest periodically when you are using your keyboard?
- Does the keyboard position and angle allow for a neutral wrist posture so hands are in a straight line with forearms (not bent up/down or sideways toward little finger)?

- Does the mouse location allow you to keep your upper arm and elbow close to body (arm not extended outward beyond 45 degrees)?
- Is there weight bearing support for your arm (chair arm or wrist rest) which allows you to rest periodically when you are using your mouse?
- Does the placement of the mouse allow for a neutral wrist posture so your hand is in a straight line with forearm (not bent up/down or sideways toward little finger)?
- Do your arms and wrists rest upon surface areas (arm rests, wrist rests, desktop) absent any sharp or hard edges?

Monitor

- Is the monitor in a location that eliminates glare on the screen which might cause you to assume an awkward posture to read screen? (Answer “no” if there is any glare on your screen)
- Is the screen placed at right angles or away from windows and task lights to avoid glare and bright light directly behind the screen?
- Is the screen directly in front of you (no twisting of your head or neck)?
- Is the top line of screen at or slightly (0-30 degrees) below eye level?
- Is the monitor located at least arm’s length away from you?
- Can you clearly read the screen without bending head, neck or trunk forward/backward?

Other

- Is there adequate desktop space available to perform job tasks without twisting, side bending, or reaching?
- Is there enough clearance for your feet, knees, and legs?
- Is there adequate space that allows you to swivel your chair (without leg obstruction) to perform work tasks?
- If your job requires frequent telephone use, is a headset provided to use when phone communication is combined with hand tasks such as typing or writing?

- If your job requires frequent viewing of documents, is a document holder provided to hold documents in a vertical position?
- Is the document holder (if provided) placed at about the same height and distance as monitor screen?