

# OFFICE ERGONOMICS CHECKLIST



## ORGANIZATION OF WORK AREA

### SPACE

YES   NO

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Work surface and work area large enough to hold materials and equipment and perform required tasks..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Storage space adequate for copies, handbooks, documents, and notebooks .....                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Area under desk free of obstructions.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Area under work surface provides sufficient depth, height, and width for legs to move about freely..... | <input type="checkbox"/> | <input type="checkbox"/> |

### JOB AIDS AND EQUIPMENT POSITIONING

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Job aids, tools and materials placement allows efficient flow of work.....                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Items used frequently (telephone, calculators, etc.) within easy reach without extensive body movement..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Document holder available and positioned to avoid frequent eye and head movement.....                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Cables and cords positioned to prevent tripping .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Headset available for high volume telephone use .....   | <input type="checkbox"/> | <input type="checkbox"/> |

### BODY POSTURE FOR SEATED POSITION

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Lower back support.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Thighs approximately horizontal.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Lower part of leg approximately vertical .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Keyboard height allows forearms and wrists to be in a neutral (straight) position ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Monitor at least 12-18" away from worker .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Top of monitor screen approximately eye level .....                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Mouse positioned to allow forearm and wrist to be in a neutral position .....           | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Feet rest flat on floor, or footrest provided, when needed.....                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. No prolonged forward bending .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Minimum amount (or infrequent) bending or twisting of the back, head, or neck .....    | <input type="checkbox"/> | <input type="checkbox"/> |

CHAIR

**CHAIR FEATURES**

- |   | <u>YES</u>               | <u>NO</u>                |
|---|--------------------------|--------------------------|
| 1. Stable with five point base (safe from tipping over) .....           | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Castors appropriate for safe mobility on floor surface .....         | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Swivels .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Seat dimensions .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| a) Seat pan 15" - 19" deep .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Seat pan minimum 18.2" wide .....                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has armrests .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| a) Good fit for user .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Clearance under work surface for arm rests .....                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Rounded front edge to avoid thigh pressure .....                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Padded seat .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Lumbar support in backrest .....                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Guidance/training for users describing how to make adjustments ..... | <input type="checkbox"/> | <input type="checkbox"/> |

**CHAIR AJUSTABILITY**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Chair allows user to assume different postures ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Seat height adjusts between 16" - 20.5" .....        | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Adjustable armrests .....                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Adjustable height of backrest .....                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Backrest adjustable forward/backward .....           | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Adjustments easily made from seated position .....   | <input type="checkbox"/> | <input type="checkbox"/> |

ENVIRONMENT

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. Lighting adequate for tasks .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Display screen free of glare and reflections .....                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Screen at right angle to windows .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Screen character brightness at a comfortable level .....                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Room temperature constant between 70 - 73 <sup>B</sup> .....                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Noise level:   |                          |                          |
| a) Less than 55 dBA in task areas requiring intense concentration. ....                     | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Less than 65 dBA in routine task areas .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Environment free from distracting high noise levels (from printers, copiers, etc.) ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Environment free of hot or cold areas, e.g. under desks, in corners, etc. ....           | <input type="checkbox"/> | <input type="checkbox"/> |