

4-Step Office Ergonomics Assessment:

		Yes	No	Corrective Actions/Adjustments:
Step 1. Chair:				
Does the chair fit the employee?				<input type="checkbox"/> Raise chair <input type="checkbox"/> Adjust seat pan inward <input type="checkbox"/> Adjust back rest upward <input type="checkbox"/> Adjust back rest forward <input type="checkbox"/> Raise arm rests <input type="checkbox"/> Lower Chair <input type="checkbox"/> Adjust seat pan outward <input type="checkbox"/> Adjust back rest downward <input type="checkbox"/> Adjust back rest backward <input type="checkbox"/> Lower arm rests
Is the chair height adjusted so that the feet rest flat on the floor or footrest, with their knees just slightly lower than the hips?				
Is there a small gap (2 to 4 inches) between the back of the legs and the front edge of the seat pan?				
Does the curve of the chair lumbar support fit into their low back? Can it be adjusted?				
Can the lumbar curve be adjusted?				
Does the backrest tilt or adjust forward/back?				
With the shoulders relaxed, are the armrests slightly below the elbows, with their arms hanging comfortably at their sides?				
Can the employee position their chair close for keying, use the mouse or writing tasks without reaching?				
Step 2. Keyboard and Mouse/Pointing Device:				
With relaxed, shoulders, is the home row of the keyboard positioned at the same height or slightly below the elbows?				<input type="checkbox"/> Raise chair <input type="checkbox"/> Raise desk <input type="checkbox"/> Raise keyboard tray <input type="checkbox"/> Relocate keyboard <input type="checkbox"/> Relocate mouse <input type="checkbox"/> Lower chair <input type="checkbox"/> Lower desk <input type="checkbox"/> Lower keyboard tray <input type="checkbox"/> Provide mouse pad
Does the employee keep the elbow at an approximately 90 degree angle when typing or using the mouse?				
Is the mouse positioned close to the keyboard?				
Does the employee keep the wrists straight when typing or using the mouse?				
Step 3. Monitor:				
Is the monitor approximately an arm's reach away?				<input type="checkbox"/> Relocate monitor <input type="checkbox"/> Adjust monitor angle <input type="checkbox"/> Lower monitor <input type="checkbox"/> Remove monitor stand <input type="checkbox"/> Adjust lighting/window blinds
Is the monitor directly in front of the employee with the top of monitor at or just below eye level?				<input type="checkbox"/> Raise monitor <input type="checkbox"/> Place PC on floor <input type="checkbox"/> Clean monitor screen
Does the employee wear bifocal, trifocal, or progressive lenses?				
Is the monitor screen free of glare?				
Is the screen contrast correctly adjusted?				
Step 4. Work Organization & Accessories:				
Can the employee use the equipment without overreaching or using awkward postures?				<input type="checkbox"/> Relocate phone <input type="checkbox"/> Relocate calculator <input type="checkbox"/> Provide document holder <input type="checkbox"/> Relocate document holder <input type="checkbox"/> Clear space for writing <input type="checkbox"/> Keep primary tools close
Is the employee using a document holder?				
Are documents off the desk and at the same distance as the monitor screen?				
Is the writing surface on dominant hand side?				

