

## **Checklist-- Ergonomics Issues for Office Workers**

This checklist is written in a format that would require an employee to respond *yes* or *no*.

- It is easy for me to get in and out of my workstation.
- My chair adjusts so that my upper legs and lower legs form a right angle.
- My chair has armrests.
- The keyboard sits at my waist and my upper arms and lower arms form a right angle.
- My wrists are not bent while typing,
- A wrist rest is available I request one.
- I can tilt the keyboard to the level I need.
- I can easily reach the mouse pad.
- My chair back supports my lower and upper back and my feet rest comfortably on the floor.
- A footrest is available if I request one.
- An adjustable document holder is available if I request one.
- My monitor is adjustable for contrast and brightness.
- My monitor sits at or just below eye level and is not too close or too far from me,
- My monitor has a glare protection screen.
- There is plenty of light at my workstation; a desk lamp is available to me if I request one.
- My work station easily accommodates the books and tools I regularly use.
- The telephone is near my chair within easy reach.
- A telephone headset is available to me if I request one.
- My workload is reasonable and I do not do the same task repetitively.
- I take advantage of breaks and my lunch period to get up and move around.
- I have received adequate training about cumulative trauma.
- I know the signs of repetitive stress injuries.
- If my workstation became uncomfortable, I would feel free tell my supervisor.