



ERGO BULLETIN

Office Ergonomic Self-Help Checklist

The office environment is constantly changing (new hardware, software, etc.) so it is important to periodically review your workstation for ergonomic risks that may decrease your comfort, efficiency and productivity. The following checklist is designed to help keep you on track so you can focus on work and not your discomfort! If you answer NO to any of the questions below, take a few moments to make a workstation change or speak with your supervisor or computer department for assistance.

SEATING	YES	NO	HELPFUL TIPS/SOLUTIONS
Are your Feet Supported/Adequate legroom?			Feet should be supported by the floor or footrest. Remove waste baskets, CPU tower & pencil drawers for more leg room.
Is your Lumbar Curve supported?			Support the arch in your low back by adjusting the seat back or use an external support and set tilt slightly back.
Is your seat back tilted slight back?			Your chair should be tilted back slightly for more low back comfort and improved circulation (95-100 degrees.)
Do you have a space between the chair and the back of your legs?			A 2-3" inch gap between chair and back of the legs is preferred for more comfort.
Is the height of your chair set for the ideal typing posture?			Shoulders relaxed, upper arms and elbows close to the body, elbow flexed to 90 degrees and wrist straight.
Do you take micro-breaks?			About every 20 minutes, it is important to stand or better yet walk around or try some simple stretches to keep you fresh and awake.
MONITOR	YES	NO	HELPFUL TIPS/SOLUTIONS
Is your monitor at a comfortable viewing height?			Top of screen slightly below eye level or lower depending on your neck and eye comfort. Bifocal wearers start with a lower position.
Is your monitor at a comfortable viewing distance?			You should be able to comfortably read the screen without changing posture / Try increasing font size and adjust contrast and brightness.
Is your monitor centered to you?			Set monitor(s) directly in front of you and your keyboard.
Do you have glare from windows or lights?			Shade windows, limit overhead lights, adjust monitor contrast/brightness, screen set perpendicular to windows.
Are documents easy to read?			Try a traditional or in-line document holder.
Do you know the 20/20/20 rule?			About every 20 minutes, try and take 20 seconds to look 20 feet away or shut your eyes. This is a great break for the eyes!
KEYBOARD AND MOUSE	YES	NO	HELPFUL TIPS/SOLUTIONS
Is your keyboard in front of you and flush with the edge of the desk?			Keep the keyboard flush with the edge or behind a palm rest to improve your posture.
Are the keyboard legs retracted?			The keyboard should be as flat or neutral to keep the "wrists straight."
Do you use a keyboard palm rest?			A palm rest (palm of hands should make contact with the pad) can provide support and comfort while NOT typing.
Is your mouse within easy reach?			The mouse should be within easy reach and try alternating between the left and right hand.
Do you use a mouse palm rest?			Mouse pads with a palm rest should be avoided/try one that moves with the mouse or consider an ergo mouse with the feature built in.
Do you know about short cut keys?			Short cut keys are keyboard combinations, i.e. Ctrl + C = Copy, that can be used in place of using the mouse.



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