

Employee Name and Signature:	
Supervisor Name and Signature:	
Department:	Time Spent at Desk Daily (hrs):
Date Checklist Completed:	
Reason for the evaluation:	

Items below are best ergonomics practices and should be implemented for at least two weeks before continuing in the ergonomics evaluation process. It is expected that all personnel who work at a computer workstation for long periods of time have the following equipment:

- Adjustable office chair - five castor, adjustable arm rests, seat pan tilt, height, and lumbar support
- Desk at the correct height or adjustments made to support feet (foot rest), keyboard tray or sit/stand desk (if needed), monitor risers (if needed), external mouse and keyboard for laptop users.

Requests for an ergonomic assessment must come from the supervisor after best practice equipment and adjustments have been in place for at least two weeks and discomfort has not decreased.

Best Practice	Yes	No	Notes/Adjustments
1. Chair			
Chair height allows thighs to be parallel to the floor or knees slightly lower than hips.			
Feet are fully supported on the floor or a footrest.			
Chair has a stable base with five wheels/castors.			
Backrest angle is adjustable.			
Backrest height is adjustable or supports the lower back's curve.			
Armrests (if present) don't interfere with natural movement.			
Seat size is appropriate.			

Seat pan tilt is adjustable (for frequent computer users).			
Space exists between the chair's front and the back of your legs.			

2. Monitor, Keyboard, and Mouse

Monitor is directly in front of you (if used regularly).			
Upper arms hang vertically, lower arms horizontally (elbows ~90°) when keying.			
Work is performed directly in front of you, elbows close to the body.			
Wrists are relaxed and not bent; wrist rests are available.			
Mouse is at the same level as the keyboard.			
Mouse fits comfortably in your hand.			
Top of the screen is at or below horizontal eye level.			
Monitor is at a comfortable distance (50-100 cm).			
Screen is free of glare/shadows.			
Windows are not directly in front or behind you.			
Screen letters are sharp, readable, and flicker-free.			

3. Work Surface

Work/writing surface is at elbow level.			
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Work surface is large enough for materials.			
Frequently used items are within easy reach.			
Reaching behind the body's midline is avoided.			
Writing space is available on your dominant side.			
Legroom is sufficient.			
Adequate lighting is provided.			
Adjustable task lighting is available.			
You are shielded from glare.			
Workstation is between overhead light rows.			

5. Accessories

Headset is provided for phone use while keying.			
Document holder angles source documents upward (if provided).			
Source documents are close to your center of attention.			

6. Work Practices

You vary viewing distance throughout the day.			
Hands float over keys, not resting on wrist rests.			
You vary tasks.			
You sit back properly, using the backrest.			
You know how to adjust your			

chair and do so when needed.			
You take frequent micro-breaks, to stretch and relieve eye strain.			
7. Laptop Use (if applicable)			
If using a laptop for >2 hours, an external keyboard/mouse/monitor is used.			