Seating

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Is your chair vertically adjustable and on a five-point base?  
Does your chair have an adjustable lumbar (low back) support?  
Does the backrest provide adequate support for your back?  
Does your seat pan width and depth provide for good fit and comfort?  
Does the seat pan cushion provide adequate comfort for you?  
Does your seat pan have tilt adjustability?  
Does your seat pan have depth (forward and backward) adjustability?  
Does the seat pan have a rounded front that does not pressure the back of your knees and legs?  
When seated, are your knees at or below the level of your hips (knees not higher than hips)?  
Do your feet rest flat on floor or are they supported by a stable footrest?  
Does your chair have armrests that support your forearms and do not interfere with swivel or normal movements of the chair?

Keyboard & Mouse

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</table>

Does the keyboard location allow you to keep your upper arms and elbows close to body (arms not extended outward beyond 45 degrees)?  
Is there weight bearing support for your arms (chair arms or wrist rest) when you are using your keyboard?  
Does the keyboard position and angle allow for a neutral wrist posture so hands are in a straight line with forearms (not bent up/down or sideways toward little finger)?  
Does the mouse location allow you to keep your upper arm and elbow close to body (arm not extended outward beyond 45 degrees)?  
Is there weight bearing support for your arm (chair arm or wrist rest) when you are using your mouse?
OFFICE ERGONOMICS CHECKLIST

Does the placement of the mouse allow for a neutral wrist posture so your hand is in a straight line with forearm (not bent up/down or sideways toward little finger)?

Yes  No

Do your arms and wrists rest upon surface areas (arm rests, wrist rests, desktop) absent any sharp or hard edges?

Yes  No

Monitor

Is the monitor in a location that eliminates glare on the screen which might cause you to assume an awkward posture to read screen? (Answer “no” if there is any glare on your screen)

Yes  No

Is the screen placed at right angles or away from windows and task lights to avoid glare and bright light directly behind the screen?

Yes  No

Is the screen directly in front of you (no twisting of your head or neck)?

Yes  No

Is the top line of screen at or slightly (0-30 degrees) below eye level?

Yes  No

Is the monitor located at least arm’s length away from you?

Yes  No

Can you clearly read the screen without bending head, neck or trunk forward/backward?

Yes  No

Other

Is there adequate desktop space available to perform job tasks without twisting, side bending, or reaching?

Yes  No

Is there enough clearance for your feet, knees, and legs?

Yes  No

Is there adequate space that allows you to swivel your chair (without leg obstruction) to perform work tasks?

Yes  No

If your job requires frequent telephone use, is a headset provided to use when phone communication is combined with hand tasks such as typing or writing?

Yes  No

If your job requires frequent viewing of documents, is a document holder provided to hold documents in a vertical position?

Yes  No

Is the document holder (if provided) placed at about the same height and distance as monitor screen?

Yes  No