
OFFICE ERGONOMICS SELF-ASSESSMENT CHECKLIST

This checklist is provided to assist employees in performing a simple ergonomic assessment of their own computer workstation. Complete this checklist to determine if the workstation is properly adjusted. If you are still experiencing concerns regarding your workstation set-up, please inform your manager. For more information, you may contact Occupational Health & Safety Services (healthandsafety@humber.ca).

CHAIR

- Do you know how to adjust your chair for adequate comfort and support?
- Are your chair's adjustment mechanisms in good working order?
- Are your feet flat on the floor or supported by a footrest?
- Are your thighs approximately parallel to the floor with about a 90-110° angle at the hips?
- Is there 3-4 fingers-width of space between the back of your knees and the front edge of your seat?
- Are your thighs adequately supported by the seat, such that it does not feel as if you are sliding off the chair?
- Is your lower back support by the chair's lumbar support?
- Is the backrest positioned with a slight recline (between 90° and 115°)?
- If armrests are present, can you comfortably rest your arms without shrugging your shoulders?
- If armrests are present, can they be positioned in such a way that allows you to get close enough to the workstation?

KEYBOARD AND MOUSE

- When working on the computer, are your upper arms relaxed with your elbows at an angle of approximately 90°?
- When using the keyboard, are your forearms horizontal, with your wrists in a straight (neutral) position?
- Is the "B" key of the keyboard aligned with the midline of your body?
- Is the mouse located close to and at the same height as the keyboard?
- Do you type with a "floating" wrist posture (i.e., your forearms and wrists are not resting on sharp and/or hard surfaces when typing)?

COMPUTER MONITOR(S)

- While looking at the monitor with your head and neck in a relaxed position, is the top of the monitor roughly at eye level?
- Is your monitor positioned about an arm's length away?

- Is the midline of your body aligned with the centre of the monitor (or between both monitors if you use two monitors equally)?
- Is your monitor adjusted to a comfortable level of brightness and contrast?

WORKSTATION ORGANIZATION AND TASK DESIGN

- Are frequently used items, such as a telephone, located within easy reach?
- Do you have sufficient leg room under the desk?
- Do you take regular 5-minute breaks away from the computer after each hour of working?
- Do you remember to change posture, lightly stretch, and move your muscles regularly throughout the day?

LIGHTING

- Are lighting levels adequate for the tasks being performed?
- Is your monitor free from glare and reflections from task/overhead lights and/or windows?
- Are windows equipped with curtains or blinds?

ACCESSORIES

- If you frequently use paper/hard copy documents, do you use a document holder?
- Is the document holder placed between the monitor and keyboard, or beside and at the same height as your monitor(s)?
- If you frequently use the phone, do you have a headset available to use?

If you have identified any deficiencies regarding the above (i.e., you did not check off one or more items), please refer to the “Tools and Tips” ergonomic resources provided on the [Office Ergonomics](#) section of the Humber Health and Safety webpage to help you improve the ergonomics of your workstation.