# Office Ergonomics Self-Assessment Tool

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Time on Job</th>
<th>Analysis Date</th>
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## Work Schedule:
- Break schedule/ Breaks taken away from workstation/area?

## Time Spent/Day:
- Outside hobbies/activities and approximate hrs/day:
- At Computer?
- Reading?
- Seated?
- Standing?
- Lifting?
- At microscope?
- Manipulating small tools?
- On Telephone?
- Driving?
- Other significant tasks?

Describe unique aspects to your activities that may involve awkward postures, sustained repetitive motions, high force or pressure, or vibration.

## CHAIRS
- Backrest provides support to lower back?
- 5-Caster base?
- Adjustable seat depth and height and angle?
- Chair fits in width and depth?
- Feet rest comfortably on floor or footrest?
- Thighs parallel floor?
- Rounded edge and adequate space behind knee?
- Armrests support forearms w/out lift or lean?
- Armrests don’t interfere with close work?
- Armrests padded and contoured w/out hard edges?

## WORKSPACE
- Hands and wrists free from contact with desk edge?
- Desktop arranged according to usage?
- Adequate space for all computer components?
- Adequate knee and leg space under work surface?
- Overhead space reach minimized?
- Workspace oriented for dominant hand?

## KEYBOARD
- Wrists are in a neutral posture?
- Forearms parallel to floor?
- Wrists supported during pauses?
- Wrist support padded, non-irritating?
- Upper arms and elbows close to body?
- Shoulders relaxed when hands on keyboard?

## MOUSE/TRACKBALL/TOUCH PAD
- Located directly adjacent to the keyboard?
- Same height as the keyboard?
- Moves freely and well maintained?
- Software customized? (speed, etc.)
- Loose grip used?
Now that you have completed an initial ergonomic assessment, take time to examine any of the items you answered "NO" to on the assessment tool. Consider ways to adjust your workstation or your work practices to eliminate, reduce, or manage these areas that you identified as presenting less than ideal ergonomic conditions. Prioritize those activities that you find bothersome, activities where you spend the most significant amount of time, and where changes can be made easily and quickly. Carefully consider the numerous options available for resolving issues and discuss your ideas with your supervisor and co-workers. You or your department will be responsible for the costs associated with any purchases.