

OFFICE ERGONOMICS

MY WORKSTATION		YES	NO
Is there enough clear space for all the documents and equipment I work with?			
Is there a suitable holder for the documents I look at most frequently?			
Is there enough light to read documents?			
Is there glare from windows or lights?			
Can I control incoming natural light?			
Is there enough clear space under the desk for my legs?			
Do drawers slide in easily?			
MY CHAIR		YES	NO
Is my chair suitable? (i.e. doesn't wobble, tip or give way?)			
Does the backrest firmly support my lower back?			
Can I easily adjust the seat height?			
Can I easily adjust the backrest up, down, back and forwards?			
Do armrests get in the way when I sit close to the desk?			
Do the castors move easily?			
MY COMPUTER		YES	NO
Is the computer screen easy to read, or is it dull or affected by sunlight?			
Is the computer screen at a comfortable viewing distance?			
Is the computer screen straight in front of me, at about shoulder height?			
Is the top of the screen at about eye level?			
Do I use a laptop at my desk?			
Do I have a monitor to attach to the laptop?			
Is the keyboard centrally located and within easy reach?			
Is the mouse located close by and within easy reach?			
STORAGE		YES	NO
Do I have enough storage room and furniture?			
Am I storing things close by which could be better stored further away?			
Is the storage furniture easy to get to and easy to use?			
Is there material stored on the floor or on the desktop?			
ACCESS AND MOVEMENT		YES	NO
Is there enough room to get out of my desk easily?			
Are the aisle ways near my desk clear and uncluttered?			
Is the area free of trailing cords?			
Is the floor free of hazards (holes, bumps, Loose edges)?			
GENERAL ASPECTS		YES	NO
Is the air temperature comfortable and free from draught?			
Does the noise level make my work more difficult or distract me?			
Are highly repetitive tasks performed for more than 2 hours at any one time?			
Do I need better keyboard skills?			
Are there any other safety aspects of the work requiring action?			
COMMENTS		
Completed by:			
Signed:		Date:	

This template is by no means meant to be a replacement for sound expert advice.