Workstation Ergonomics Self-Assessment Report for chris, s, s

ACTION GOAL #4: Adjust the tilt of the back of the chair so that the back of the chair is upright or tilted back for comfort.

ACTION GOAL #5: Adjust the arms rests so that they are slightly below your elbows when your shoulders are relaxed and your arms hand comfortably at your sides.

ACTION GOAL #7: Adjust the keyboard so that: Your shoulders are relaxed, and your elbows are close to your body; your elbows are bent to 90 degrees, or slightly greater (inner angle); the tops of the home row keys are at the same height as your elbows or slightly below your elbows (negative tilt); your wrists are straight (not bent).

ACTION GOAL #9: Organize the work space so that: reaches performed frequently are within the near work space (no more than an arms length away), and you are not reaching across your body to work.

ACTION GOAL #10a: Adjust the height of the monitor so that it is directly in front of you and the top line of print is at or just below eye level, or lower if you wear bifocal, trifocals, or progressive lenses AND you are able to scan the screen from top to bottom using only eye movements, not head movements.

ACTION GOAL #10c: Adjust the tilt of the screen monitor so that the screen is free of glare.

ACTION GOAL #12: Ask your manager for instructions or training before you begin so that you are efficient in the most common tasks you perform and you reduce the stress and frustration you experience when you cannot complete a task.

Strengths: Your feet are resting comfortably on the floor or on a footrest, and your knees are slightly lower than your hips. There is a 2- to 4-inch gap between the back of your knees and the front edge of the chair when your back is against the chair. The curve of the chair fits into the deepest part of the curve in your lower back. Armrests do not interfere with access to the keying, mousing or writing surface. The pointing device is close to the keyboard. You can sit against the back of the chair and read the monitor screen from a comfortable distance without experiencing eye fatigue, blurred vision, or headaches. The document is off the flat work surface and in your line of vision; and/or the document is directly next to the monitor or between the monitor and the keyboard; and/or the document is at the same distance as, or closer than, the monitor; and/or you can look at the document and the monitor by moving only your eyes, not your head.

Strategies: If the chair back does not tilt back slightly and rock or lock into position, then use another chair that tilts back slightly and rocks or locks into position.  
If your shoulders are raised when resting on the armrests then try doing the following, with your shoulders relaxed, lower the armrests to just slightly below your elbows. If you reach down to rest on the armrests, then try to raise the armrests to just slightly below your elbows when your shoulders are relaxed. If the armrests cannot be adjusted to slightly below your elbows when your shoulders are relaxed, then try using another chair with adjustable arm rests or remove the armrests.  
If the keyboard is above elbow height then try to raise or lower the keyboard platform or your chair until the tops of the home row keys are at the same height as your elbows or slightly below your elbows when your shoulders are relaxed. Use a foot rest when necessary. If the keyboard is too low and your wrists are bent, then try to tilt the back edge of your keyboard platform slightly downward (negative tilt). Your arms will tilt downward, and your elbows will open to slightly more than 90 degrees. Dont use the legs beneath the keyboard. If your keyboard is at your elbow height, but you lean your wrists while keyboard, then try to use wrist rest only for short periods between keying. For longer periods, remove your hands from the keyboard and rest them in your lap. Also consider a sit-stand work station that allows you to easily go from a seated to a standing position.  
If you frequently lean to make reaches more than an arms length away, try to remove unnecessary equipment and supplies from the work station and re-organize your work space by moving all necessary equipment and supplies close, to no more than an arms length away, or to a location where you must get up and walk to it. If you are using a keyboard position and you are keying, mousing, and writing simultaneously, and you reach above and behind your keyboard to get to the pointing device or the writing surface, the try to remove the keyboard platform; then place the keyboard, pointing device and writing material directly on the work surface; raise the chair until the tops of the home row keys are at the same height as your elbows, or slightly below your elbows when your shoulders are relaxed. Use a foot rest if necessary and adjust the height and distance of the monitor if necessary. Or try to replace the keyboard platform with a height- and tilt- adjustable platform that is wide enough for the keyboard and pointing device. Adjust the height and tilt of the keyboard platform until the tops of the home row keys are the same height as your elbows, or slightly below your elbows (negative tilt) when your shoulders are relaxed. If you reach across your body at your form station because your work station does not match your dominant hand (handedness), then try to reverse the placement of the computer equipment so that non-keying tasks are performs on your dominant side when you are sitting at your keyboard. If you reach across your body to work work because file drawers prevent you from having knee clearance beneath the work surface on your dominant side, then reverse the placement of the file drawers so that they are beneath the work surface on your non-dominant side.  
If the top line of print is above eye level then try to lower the monitor (remove the computer or monitor riser(s) from beneath the monitor) until the top line of print is at or slightly below eye level, or lower if you wear bifocals, trifocals, or progressive lenses. Or raise your chair until your eyes are at or just slightly above the top line of print, or even higher if you wear bifocals, trifocals, or progressive lenses. Use a footrest, if necessary. If you use head-movements to scan from top to bottom of the screen, then try to raise the monitor until the top line or print is at at or slightly below your eye level, or even lower if you wear bifocal, trifocals, or progressive lenses.  
If there is glare on your monitor from task or overhead lighting then tilt the monitor down slightly or dim task or overhead lights; draw blinds or curtains. If the glare on your monitor comes from windows, then try to reposition the monitor so that it is at a right angle to the light source. You can also use a glare screen, screen hood or even something like a file folder that shades the screen.