

WORKSTATION ERGONOMICS SELF-ASSESSMENT CHECKLIST

GOAL: This self-assessment checklist is designed to help employees optimize their workstation setup for improved comfort, performance, and prevention of neck and back pain associated with their workstation setup.

Adapted from: National Institutes of Health (NIH), Office of Research Services, Division of Occupational Health and Safety

EMPLOYEE INFORMATION

Name:		Position:	
Email:		Date:	

SECTION 1: THE OFFICE CHAIR

#	Assessment Item	Yes	No	N/A	Suggested Actions
1	Can the height, seat, and back of the chair be adjusted to achieve proper posture?				Obtain a fully adjustable chair
2	Are your feet fully supported by the floor when you are seated?				Lower the chair; Use a footrest
3	Does your chair provide support for your lower back?				Adjust chair back; Obtain proper chair; Obtain lumbar support
4	When your back is supported, are you able to sit without feeling pressure from the chair seat on your thighs or knees?				Adjust seat depth; Obtain lumbar support
5	Do your armrests allow you to get close to your workstation?				Adjust armrests; Remove armrests

Best Practice - Office Chair: Your chair should have adjustable height, lumbar support for your lower back, and seat depth that allows 2-3 fingers width between the back of your knees and the seat edge.

SECTION 2: KEYBOARD AND MOUSE

#	Assessment Item	Yes	No	N/A	Suggested Actions
6	Are your keyboard, mouse, and work surface at your elbow height?				Raise/lower workstation; Raise or lower keyboard;
7	Are frequently used items within easy reach?				Rearrange workstation
8	Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface?				Move keyboard to correct position
9	When using your keyboard and mouse, are your wrists straight and your upper arms relaxed?				Re-check chair height; Check posture; Check keyboard
10	Is your mouse at the same level and as close as possible to your keyboard?				Move mouse closer to keyboard; Obtain larger keyboard
11	Is the mouse comfortable to use?				Rest dominant hand by using mouse with non-dominant hand

Best Practice - Keyboard and Mouse: Keep keyboard at elbow height with wrists straight and relaxed. Mouse should be positioned at the same level and close to the keyboard to avoid overreaching. The keyboard should be flat (keyboard legs down).

SECTION 3: WORK SURFACE

#	Assessment Item	Yes	No	N/A	Suggested Actions
12	Is your monitor positioned directly in front of you?				Reposition monitor
13	Is your monitor positioned at least an arm's length away?				Reposition monitor; Seek alternative monitor if needed
14	Is your monitor height slightly below eye level?				Add or remove monitor stand; Adjust monitor height
15	Is your monitor and work surface free from glare?				Position windows at side of monitor; Adjust overhead lighting
16	Do you have appropriate light for reading or writing documents?				Obtain desk lamp; Place on left if right-handed - place on right if left-handed
17	Are frequently used items located within the usual work area and occasionally used items in the occasional work area?				Reorganize work area

Best Practice - Work Surface: Position monitor directly in front of you at arm's length distance, with the top of the screen at or slightly below eye level. Adjust lighting to reduce glare and eye strain.

ADDITIONAL NOTES

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

APPENDIX: ERGONOMIC SETUP REFERENCE IMAGES

REFERENCE GUIDE - Proper Ergonomic Workstation Setup

1. OFFICE CHAIR SETUP

- Seat height: Feet flat on floor or footrest, thighs parallel to floor
- Back support: Lumbar support should fit into curve of your lower back
- Seat depth: Leave 2-3 fingers space between back of knees and seat edge
- Armrests: Shoulders relaxed, elbows at 90 degrees, arms close to body
- Adjustment: Use chair adjustments to achieve proper posture

2. KEYBOARD AND MOUSE SETUP

- Position: At or slightly below elbow height
- Posture: Wrists straight, not bent up/down or sideways
- Mouse: Same height as keyboard, close to the body to avoid reaching
- Orientation: Keep keyboard flat (legs folded) - avoid tilting upward
- Alternation: Switch mouse hands periodically to reduce repetitive strain

3. WORK SURFACE AND MONITOR SETUP

- Distance: Monitor positioned at least arm's length away
- Height: Top of screen at or slightly below eye level
- Position: Centered directly in front of you
- Lighting: Position screen perpendicular to windows to reduce glare
- Document placement: Use document holder at same height and distance as monitor

RECOMMENDED PUBLIC DOMAIN IMAGE SOURCES

The following government resources provide high-quality public domain ergonomic images for reference:

OSHA Computer Workstations eTool: <https://www.osha.gov/etools/computer-workstations>

CDC/NIOSH Ergonomics Resources: <https://www.cdc.gov/niosh/topics/ergonomics/default.html>

NIH Division of Occupational Health and Safety:
<https://www.ors.od.nih.gov/sr/dohs/Pages/Ergonomics.aspx>

General Services Administration (GSA) Ergonomic Guidelines:
<https://www.gsa.gov/real-estate/workplace-expertise/workplace-strategy-center>

NEXT STEPS

1. Complete this checklist to assess your current workstation setup
2. Identify items marked "No" that require attention

3. Submit completed checklist to your supervisor and Facilities/HR team
4. Use the Organizational Action Items document to track equipment requests
5. Contact Facilities for available alternate equipment or to order new items

Document created for Government Administrative Services | Ergonomics Assessment Program