

Workstation Ergonomics Checklist

Goal: The goal of this self-assessment is to help you set up your workstation for optimal comfort and performance, focusing specifically on office chair, keyboard and mouse, and work surface setup.

Employee Name: _____

Position: _____

Email: _____

Date: _____

OFFICE CHAIR

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 lumbar roll
4. When your back is supported, are you able to sit without feeling pressure from the back of your knees? <small>Adjust seat depth</small>				• Add a back support
5. Do your armrests allow you to get close to your workstation?				• Adjust armrests • Remove armrests

KEYBOARD AND MOUSE

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 • Raise or lower chair

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 move? <small>above the desk surface</small>				• Move keyboard closer to front of desk
9. When using your keyboard and mouse, are your wrists straight and your upper arms <small>shoulder height</small> ? <small>Reclined chair, raise or lower as needed</small>				• Check posture • Check keyboard and mouse height
10. Is your mouse at the same level and as close as possible to your keyboard?				• Move mouse closer to keyboard • Obtain larger keyboard tray if necessary
11. Is the mouse comfortable to use?				• Investigate alternate mouse options

WORK SURFACE

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 an alternative monitor if necessary
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?				• Windows at side of monitor • Adjust overhead lighting • Cover windows • Obtain antiglare screen
16. Do you have appropriate light for reading or writing documents?				• Obtain desk lamp

Note: Recommended ergonomic setup images for chair, keyboard/mouse, and work surface can be found in the Appendix.

APPENDIX: ERGONOMIC SETUP IMAGES

The following images illustrate best practices for ergonomic workstation setup based on credible public-domain sources:

- **Office Chair:** Proper chair height allows feet to rest flat on the floor with knees at approximately 90 degrees. Back should be supported with lumbar support maintaining natural spine curve.
- **Keyboard and Mouse:** Keyboard and mouse should be at elbow height with wrists straight and neutral. Keep mouse close to keyboard to avoid overreaching.
- **Work Surface:** Monitor should be positioned directly in front, at arm's length distance, with top of screen at or slightly below eye level to maintain neutral neck position.

Source: National Institutes of Health (NIH) Workstation Ergonomics Self-Assessment Checklist