

# Office Ergonomics Checklist

While you are seated at your computer workstation, use this checklist to analyze your workstation layout and posture.

**1.**  
Can you avoid bending your neck and/or hunching your shoulder to hold your phone?  
Yes No

**2.**  
Is your eye level aligned with the top edge of the computer screen?  
Yes No

**3.**  
Are your wrists almost straight (in a neutral posture) as you work?  
Yes No

**4.**  
When you work, is your elbow at about 90°?  
Yes No

**5.**  
Are you able to view your screen without tipping your head either forward or back?  
Yes No

**6.**  
Can you easily view your computer screen or documents without leaning forward?  
Yes No

**7.**  
Are your shoulders relaxed and your arms down by your side as you use your keyboard / mouse?  
Yes No

**8.**  
Can you sit all the way back in your chair without pressure against the back of your knees?  
Yes No

**9.**  
Are the screen contrast and brightness set correctly for your visual comfort?  
Yes No

**10.**  
If you wear bifocals, do you have special glasses for VDT work?  
Yes No

**11.**  
Are your feet fully supported by the floor or a footrest?  
Yes No

**12.**  
Does your chair provide good lumbar support?  
Yes No

**13.**  
Are you able to intersperse non-VDT work (filing, copying) with your VDT work?  
Yes No

**14.**  
Do you take "micro-breaks" to stand up, stretch, and focus your eyes on something far away?  
Yes No

**15.**  
Is your work area free of any sharp edges against your forearm or wrist?  
Yes No

**16.**  
Can you reach frequently used items (mouse, files, coffee mug, etc.) without stretching?  
Yes No

**17.**  
Is the screen free of any glare (reflections, white spots) from your work environment?  
Yes No

**18.**  
Is your copyholder right next to your screen and at the same height and distance from your eyes?  
Yes No



= Equipment May Need Adjusting

= Employee's Work Habits May Need to Change

= Environmental Conditions May Need Adjusting

If all of your answers are "yes," congratulations! Keep up the good work! If you have any "no" responses, you should adjust your workstation so that your response can be "yes". Consult the other handouts for suggestions or talk to your local safety contact.