

Completed By:

Location:

Date Completed:

Ergonomics

Instructions: This checklist is intended to help you identify potential ergonomic risk factors in your workplace. Please check one answer for each question. If you select "no," you should investigate further to determine what corrective action may be needed to address the risk.

	Questions	Yes	No	N/A
	Computer Monitor			
1)	If you use bifocals/trifocals, can you read the screen without bending your head or neck backward?			
2)	Is the distance of your monitor sufficient so you can read the screen without leaning your head, neck, or trunk forward/backward?			
3)	Is the top of your computer screen at or below eye level, so you can read it without bending your head or neck down/back?			
	Seating			
4)	Do armrests, if used, support both forearms while you perform computer tasks, not interfering with movement?			
5)	Does your chair's backrest provide support for your lower back (lumbar area)?			
6)	Is the seat width and depth sufficient to accommodate the specific user (seat not too big/small)?			
	Working Postures			
7)	Are pressure points on any part of the body (wrists, and forearms) being avoided?			
8)	Are tools, instruments, and machinery shaped and handled so that tasks can be performed comfortably?			
9)	Are your head and neck upright, and in line with your torso (not bent down or back)?			
10)	Are your upper arms and elbows close to the body (not extended outward)?			

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	Questions	Yes	No	N/A
	Working Postures			
11)	Can the task be done without having to stoop the neck and shoulders to view the work?			
12)	Can the task be done without repetitive lifting of the arms above the shoulder level?			
13)	Can the work be done using the larger muscles of the body?			
14)	Can the work be performed without eye strain or glare to the employee?			
15)	Can workers keep their hands/wrists in a neutral position when working?			
16)	Do your feet rest flat on the floor or supported by a stable footrest?			
17)	Does the task require fixed work postures?			
18)	Is work arranged that workers are not required to lift and carry too much weight?			

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