

## Ergonomics Self-Assessment Checklist

Please review each section below. If any of the questions you answered “no” to can’t be resolved with the solutions listed, please fill out the *Request for Ergonomics Assessment* form (located on the my.mun.ca portal) and submit it with a copy of this checklist.

Component	Question	Answer/possible solutions	Comments	Action Resolved
Chair	Have you familiarized yourself with the adjustments of your chair?	<input type="radio"/> Yes <input type="radio"/> No - Review your chair’s adjustments.	If the levers are not clearly marked, look under your chair for a make/model and search adjustment instructions online.	<input type="radio"/> Yes <input type="radio"/> No Why not?
	When sitting on your chair, are your hips the same height (or slightly higher) than your knees?	<input type="radio"/> Yes <input type="radio"/> No - Adjust the height of your seat.		<input type="radio"/> Yes <input type="radio"/> No Why not?
	When sitting with your back against the backrest of your chair, are there 2-3 finger widths between the back of your knees and front of your seat?	<input type="radio"/> Yes <input type="radio"/> No - Adjust your seat pan to allow for 2-3 finger widths.		<input type="radio"/> Yes <input type="radio"/> No Why not?
	When sitting with your back against the backrest, is your hip angle between 90° and 110° (upright or slightly leaned back)?	<input type="radio"/> Yes <input type="radio"/> No - Adjust the angle of your seat back or pan to allow for a 90°-110° hip angle.		<input type="radio"/> Yes <input type="radio"/> No Why not?

	When sitting with your back against the backrest, is your lumbar curve (low back) supported by the chair?	<input type="radio"/> Yes <input type="radio"/> No - Adjust the location and depth of the lumbar support so that the curve of your low back is supported.		<input type="radio"/> Yes <input type="radio"/> No Why not?
	When sitting with your back against the backrest, and your arms on your armrests (elbows at 90°), are your elbows close to your body?	<input type="radio"/> Yes <input type="radio"/> No - Adjust armrests inward laterally or pivot them in so that your arms can be supported close to your body.		<input type="radio"/> Yes <input type="radio"/> No Why not?
	When sitting with your arms on the armrests, and your back against the seat pan, are your shoulders relaxed?	<input type="radio"/> Yes <input type="radio"/> No - If your shoulders are shrugged up, adjust the armrests lower. - If your shoulders are pulled down, adjust your armrests higher.		<input type="radio"/> Yes <input type="radio"/> No Why not?
<b>Keyboard</b>	When you are sitting on your chair, pulled into your desk, your keyboard should be directly in front of you and at a height that allows your elbows to remain in 90 ° angles. When your fingers are on your keyboard in this position, are your wrists straight?	<input type="radio"/> Yes <input type="radio"/> No - If you have an adjustable keyboard tray, adjust the tray in height to allow for neutral wrist postures. - If you don't have an adjustable tray, increase or decrease your chair height to allow for neutral wrists.	If changing your chair height places your knees higher than your hips, you will need to get your desk raised up.* If changing your chair height does not allow for your feet to sit firmly on the ground, you will need a footrest. *	<input type="radio"/> Yes <input type="radio"/> No Why not?

	Are your wrists free from resting on sharp or hard surfaces?	<input type="radio"/> Yes <input type="radio"/> No - You will need a padded palm rest to avoid contact stress during typing breaks.*		<input type="radio"/> Yes <input type="radio"/> No Why not?
<b>Mouse</b>	Is your mouse at the same level as your keyboard?	<input type="radio"/> Yes <input type="radio"/> No - Place your mouse at the same level, and directly next to your keyboard.	If you don't have enough room on your keyboard tray for your mouse, you may need different equipment.*	<input type="radio"/> Yes <input type="radio"/> No Why not?
	Does your mouse feel comfortable in your hand?	<input type="radio"/> Yes <input type="radio"/> No - You may need a different mouse size, or shape.		<input type="radio"/> Yes <input type="radio"/> No Why not?
	Does your mouse allow you to easily control your cursor?	<input type="radio"/> Yes <input type="radio"/> No Your mouse may: - Need new batteries if wireless - Need to be cleaned - Need the cursor speed adjusted		<input type="radio"/> Yes <input type="radio"/> No Why not?
<b>Monitor</b>	Is your monitor in line with your keyboard?	<input type="radio"/> Yes <input type="radio"/> No - Place your monitor so that when your hands are on your keyboard, you can see your monitor without turning your neck to the left or right.	If you use two monitors equally, place the monitors directly next to each other with the join in the middle of you. If they are large monitors, the ends can be angled slightly towards you.	<input type="radio"/> Yes <input type="radio"/> No Why not?

	When looking at your monitor, is your neck neutral (not tipping your chin up or down)?	<input type="radio"/> Yes <input type="radio"/> No - If you extend your neck to look up at the screen, lower your monitor. - If you flex your neck to look down at the screen, increase the height of your monitor.	The typical guideline for monitor height is for the top of the screen to be at eye level. This changes depending on type of glasses, as well as type of programs used.	<input type="radio"/> Yes <input type="radio"/> No Why not?
	When sitting with your back against your backrest, can you see your screen without straining?	<input type="radio"/> Yes <input type="radio"/> No - Your monitor should be approximately an arm's length away. Place your monitor at a distance that allows you to comfortably see your screen without having to lean forward or strain.		<input type="radio"/> Yes <input type="radio"/> No Why not?
<b>Accessories</b>	When referring from paper documents to the computer, is your neck neutral?	<input type="radio"/> Yes <input type="radio"/> No - Place an inline document holder between your keyboard and monitor.*		<input type="radio"/> Yes <input type="radio"/> No Why not?
	Can you keep a neutral neck posture while using the phone?	<input type="radio"/> Yes <input type="radio"/> No - Use the speakerphone option. If that's not possible you would need a wireless headset.*		<input type="radio"/> Yes <input type="radio"/> No Why not?

<b>Layout</b>	Are items that you use often easy to reach?	<input type="radio"/> Yes <input type="radio"/> No - Items used most often should be placed closest to you. These items typically include the phone, calculator, pen/paper, etc.		<input type="radio"/> Yes <input type="radio"/> No Why not?
	Can your legs fit under your desk without any obstructions?	<input type="radio"/> Yes <input type="radio"/> No - Make sure there isn't anything stored under your desk that can limit leg room. If there is a shelf in the way, then arrange to have it removed. *		<input type="radio"/> Yes <input type="radio"/> No Why not?
	Do you have enough space on your desk to complete paper work?	<input type="radio"/> Yes <input type="radio"/> No - If your keyboard and mouse are wireless, you can push them out of the way to use the space for paper work.  - If moving your keyboard and mouse out of the way does not solve the issue, then a desk that is longer, or a second piece may be required.*		<input type="radio"/> Yes <input type="radio"/> No Why not?

<b>Lighting</b>	Can you see items on your desk, and view your screen without glare or eyestrain?	<input type="radio"/> Yes <input type="radio"/> No - If overhead lighting is too bright, consider turning off the light and use lamps. - Position your desk so that your monitor is perpendicular to the window. - Adjust the contrast and brightness levels on your monitor to a more comfortable setting.	Follow the 20-20-20 rule throughout the day: Every 20 minutes, focus on something 20 feet away for 20 seconds. This will help reduce eyestrain.	<input type="radio"/> Yes <input type="radio"/> No Why not?
<b>Postural Breaks</b>	Are you getting up and moving at least every 45 minutes?	<input type="radio"/> Yes <input type="radio"/> No - If no, set a timer to remind you to get up and move for a micro break at least every 45 minutes.		<input type="radio"/> Yes <input type="radio"/> No Why not?
<b>Completed by</b>  Name: _____  Date: _____  Email: _____  Department: _____				

\*If any equipment or action is needed, please complete the Request for Ergonomics Assessment form (located on the my.mun.ca portal) and forward to [ergonomics@mun.ca](mailto:ergonomics@mun.ca) along with a copy of this self assessment.