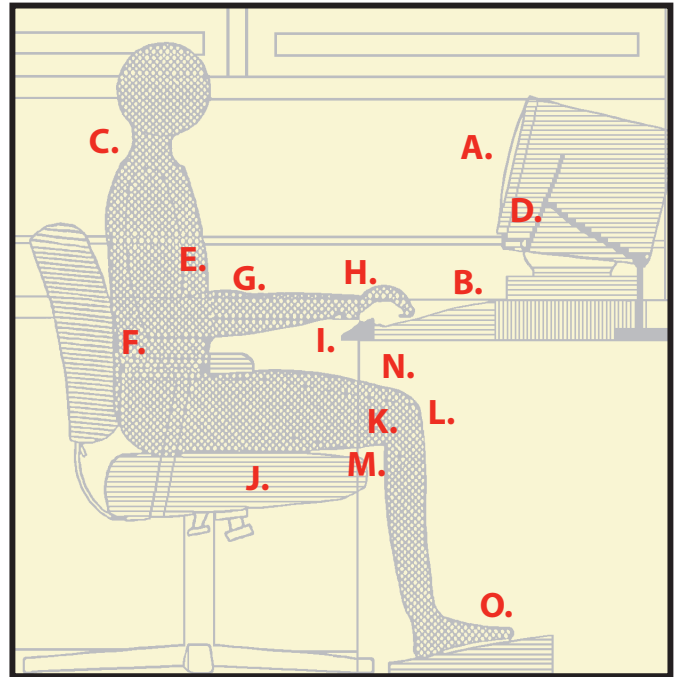


# Office ergonomics checklist

## Proper body alignment

- A. Monitor positioned in front of operator.
- B. Keyboard positioned in front of operator.
- C. Head and neck in alignment with shoulders.
- D. Work positioned to minimize head movement.
- E. Upper arms hang straight down from shoulder.
- F. Elbows at 90-degree angle.
- G. Lower arms parallel to floor.
- H. Wrists in neutral position.
- I. Wrists off sharp edge of desk.
- J. Thighs parallel to floor.
- K. Knees at 90-degree angle.
- L. Knees level with hips.
- M. Space between seat edge and back of knees.
- N. Ample clearance between knees and desk.
- O. Feet flat on floor or footrest.



## Office chair

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • Backrest height is adjustable.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Backrest angle is adjustable and supports lower back.                                | <input type="checkbox"/> | <input type="checkbox"/> |
| • Chair swivels on base and has five legs.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Chair rolls on wheels (casters).   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Chair has armrests that support forearms while allowing elbows to remain near waist. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Seat cushion is firm.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Chair allows space between seat edge and back of knees.                              | <input type="checkbox"/> | <input type="checkbox"/> |
| • Chair provides ample clearance between knees and desk.                               | <input type="checkbox"/> | <input type="checkbox"/> |
| • Worker's knees are at a 90-degree angle and level with hips.                         | <input type="checkbox"/> | <input type="checkbox"/> |
| • Worker's thighs are parallel to the floor.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Worker can place feet flat on the floor or footrest.                                 | <input type="checkbox"/> | <input type="checkbox"/> |

## Lighting

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| • Computer monitor, work surface, and surrounding area are similarly lighted.                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| • Screen positioned to minimize glare and reflections from overhead lights, windows, and other light sources. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Screen placed so that windows are not directly in front of or behind the employee when seated.              | <input type="checkbox"/> | <input type="checkbox"/> |
| • Curtains, blinds, and window tints used to minimize window glare.   | <input type="checkbox"/> | <input type="checkbox"/> |

The information used to create this brochure was obtained from sources believed to be reliable. Nationwide/Allied, its affiliates and employees do not guarantee improved results based upon the information contained herein and assume no liability in connection with the information or the provided safety suggestions. The recommendations provided are general in nature, unique circumstances may not warrant or require implementation of some or all of the safety suggestions. There may be additional available safety procedures that are not referenced in this brochure.

# Office ergonomics checklist

## Keyboard

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| • Computer monitor, work surface, and surrounding area are similarly lighted.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • The height of the surface on which the keyboard rests is adjustable, allowing the worker's forearms, with fingers resting on the keyboard, to be nearly horizontal or inclined slightly upward. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Keyboard is centered directly in front of the operator.   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Keyboard elevated about two inches at the rear so wrists are in a "neutral" or natural resting position.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Padded wrist rest used in front of the keyboard when work surfaces do not provide sufficient space for resting the wrists.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Mouse placed next to the keyboard. Operator uses his/her arm, not just his/her wrist, to move the mouse.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Workers are encouraged to use a soft touch on the keyboard.   | <input type="checkbox"/> | <input type="checkbox"/> |

## Monitor

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| • Screen position can be tilted.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • The topmost line of the screen is slightly below eye level.                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • Screen has color, brightness, and contrast settings satisfactory with the operator.               | <input type="checkbox"/> | <input type="checkbox"/> |
| • Characters on the screen are clear and free of flicker or jitter.                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| • Computer monitor placed directly in front of operator, about 18-24 inches away from his/her body. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Monitor arranged to enable the employee to see the screen clearly without leaning forward.        | <input type="checkbox"/> | <input type="checkbox"/> |

## Document holder

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • Document holder is positioned at the same height and at the same distance from the viewer as the screen. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Position of document holder capable of being rotated to opposite side of screen.                         | <input type="checkbox"/> | <input type="checkbox"/> |

## Work surface

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • Work surface is large enough to hold all needed reference material (at least 35 inches wide).            | <input type="checkbox"/> | <input type="checkbox"/> |
| • There is adequate room under the work surface for movement of operator's legs and a footrest, if needed. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Work surface arranged to minimize reaching over 14 inches while seated.                                  | <input type="checkbox"/> | <input type="checkbox"/> |

## Other

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| • Employees trained on ergonomic hazards they may be exposed to and how to prevent injuries.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Work schedule allows the operator to perform duties not requiring use of the video display terminal at least 15 minutes for each two-hour period. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Employees given frequent short breaks from keyboarding and continuous sitting.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Employees whose job requires heavy phone use given headsets instead of standard telephone receivers.  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Workers encouraged to stretch periodically while working at their desk.   | <input type="checkbox"/> | <input type="checkbox"/> |