**ERGONOMIC EVALUATION CHECKLIST**

**WHEN SITTING – YES NO**

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| --- | --- | --- | --- |
| 1 | Is the chair height adjusted so that your feet rest comfortably flat on the floor or footrest, with your knees just slightly lower than the hips? |  |  |
| 2 | Look at the depth of the seat pan. Is there a small gap (2 to 4 inches) between the back of your legs and the front edge of the seat pan? |  |  |
| 3 | Does the curve of the back of the chair fit into your low back? |  |  |
| 4 | Does the back of the chair tilt back? |  |  |
| 5 | With your shoulders relaxed, are the armrests slightly below your elbows, and do your arms hang comfortably at your sides? |  |  |
| 6 | Can you get your chair close enough to your keying, mousing, or writing surfaces without reaching? |  |  |

**WHEN KEYING –**

|  |  |  |  |
| --- | --- | --- | --- |
| 7 | With your shoulders relaxed and your fingers curved, is the home row of keys at the same height as your elbows or just slightly below your elbows? |  |  |

**WHEN POSITIONING THE CURSOR WITH A POINTING DEVICE –**

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| --- | --- | --- | --- |
| 8 | Is the pointing device positioned close to the keyboard? |  |  |

**WHEN ORGANIZING THE WORK SPACE –**

|  |  |  |  |
| --- | --- | --- | --- |
| 9 | Are you able to use your work surface and equipment without overreaching or using awkward postures? |  |  |

**WHEN VIEWING THE MONITOR –**

|  |  |  |  |
| --- | --- | --- | --- |
| 10 | Is it in front of you and the top line of print is at or just below eye level or even lower if you wear bifocal, trifocal, or progressive lenses |  |  |
| 11 | Are you able to scan the screen from top to bottom using only eye movements, not head movements? |  |  |
| 12 | Can you sit against the back of your chair and read the monitor screen from a comfortable distance, without experiencing eye fatigue, blurred vision, or headaches? |  |  |
| 13 | Is the monitor screen free of glare? |  |  |

**WHEN READING THE DOCUMENT –**

|  |  |  |  |
| --- | --- | --- | --- |
| 14 | Is the document off the flat work surface and at the same distance as the monitor screen? |  |  |

**WHEN USING NEW SOFTWARE PROGRAMS AND OPERATING SYSTEMS –**

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| --- | --- | --- | --- |
| 15 | Have you been trained on the software programs and operating system you are using? |  |  |