

Ergonomic Self-Assessment

Name:	Date:
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This information and self-assessment is a general guide to the ergonomic set up of your workstation to minimise the risk of musculoskeletal disorders.

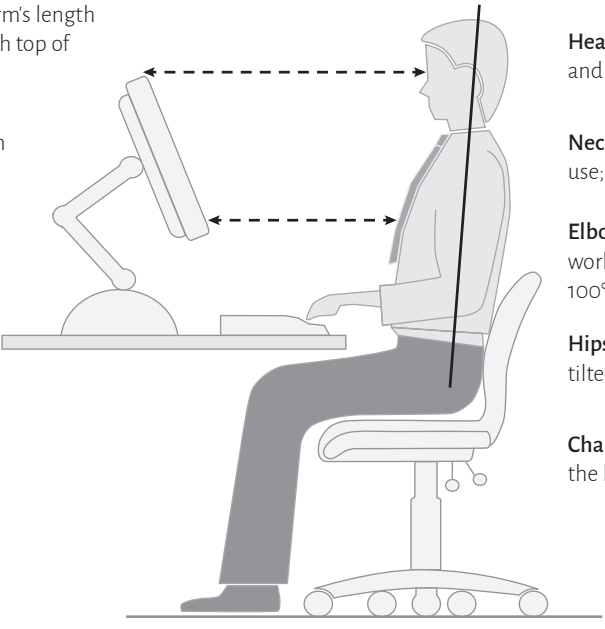
When setting up your workstation it is important to experiment and try different positions to find the most comfortable position. Remember to give your body a chance to get used to changes; it may take several hours or even days to find the best position.

It is suggested you ask your supervisor or a work colleague to assist you with your work station set up.

If you have implemented the changes in accordance with this self-assessment and you are still experiencing a degree of difficulty, please contact your supervisor.

If there are ergonomic issues outside of the scope of this general assessment and/or pre-existing injuries/conditions that may influence the ergonomic set up of your work station, it is recommended that medical and/or the advice or an Injury Management Service (or Occupational Therapist) be sought.

Example of correct work station set up



Monitor/screen: approximately arm's length from seated person. Eyes level with top of screen.

Wrists: slightly above keyboard, in neutral position.

Mouse: adjacent to and at the same height as keyboard.

Feet: flat on the floor or on foot rest. Ankle angle 90-100°.

Head: head back, chin tucked. Ears, shoulders and hips aligned.

Neck: in neutral position. For frequent phone use; use head phones.

Elbows: at sides, 2-5cm above level of workstation. Angle of elbow approximately 100°.

Hips: approximate angle 100°. Chair can be tilted forward to facilitate this.

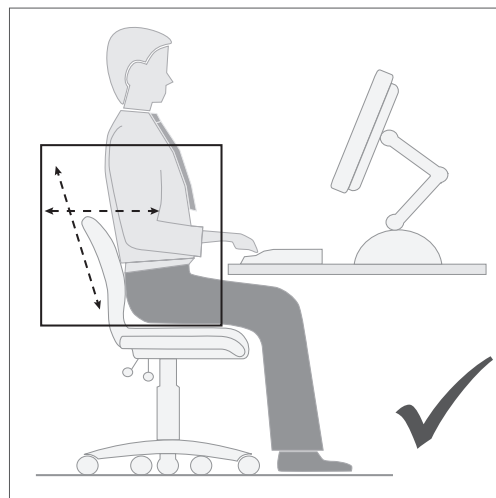
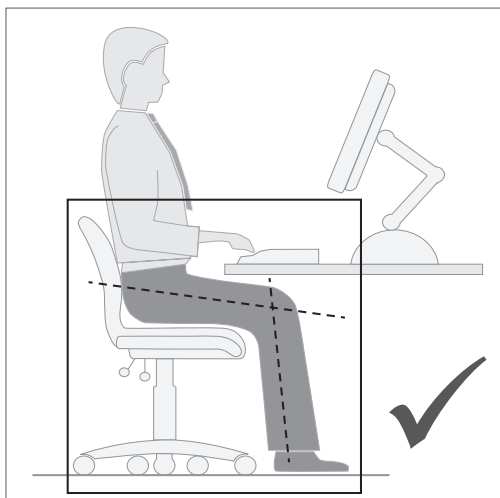
Chair: lumbar support in the small of the back.

Arm rests: arm rests are not recommended as they prevent the seated worker from moving their chair close enough to the workstation to follow sound ergonomic principles.

Laptops: it is not possible to follow ergonomic guidelines where a laptop is being used. The exception is where a docking station is used enabling you to raise the laptop so that the screen is positioned at the correct height and a separate keyboard and mouse are used.

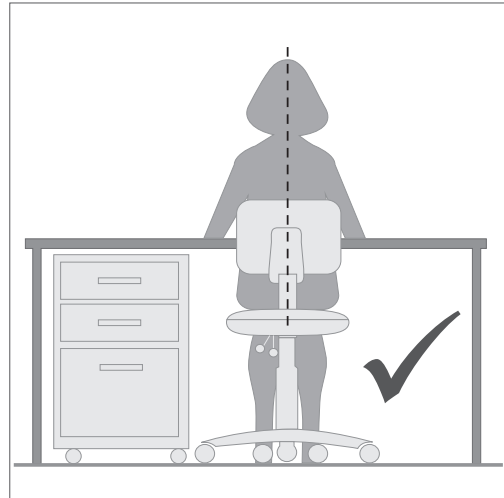
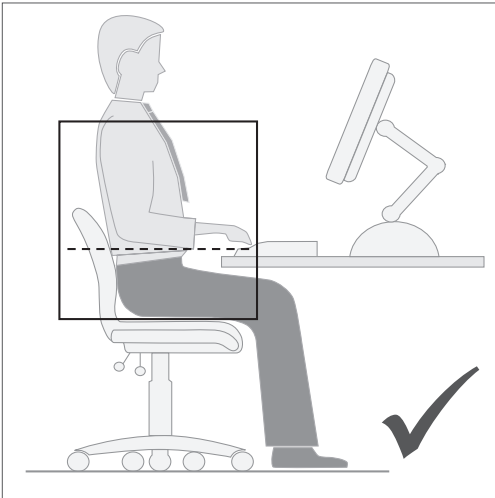
Assessment Criteria

Chair



	YES	NO
➔ Have you been provided with a standard ergonomic chair (3 adjustments)?	<input type="checkbox"/>	<input type="checkbox"/>
➔ Are you aware of how to adjust your chair?	<input type="checkbox"/>	<input type="checkbox"/>
➔ Is the chair height appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Are your feet flat on the floor or on a foot stool? This prevents hyper or over flexion of ankles knees and hips. It also assists in preventing pressure of the back of the thighs which can inhibit blood flow.	<input type="checkbox"/>	<input type="checkbox"/>
Thighs approximately horizontal and the lower legs approximately vertical (angle of the hips—the angle between trunk and thigh should be $>100^\circ$ —chair tilt slightly forward can assist with this). This prevents hyper flexion as above.	<input type="checkbox"/>	<input type="checkbox"/>
When seated are your elbows 2-5cm above your work surface? This prevents hyper flexion of the elbows and encourages a neutral wrist position, hence preventing repetitive flexion or extension of the wrist.	<input type="checkbox"/>	<input type="checkbox"/>
➔ Have you positioned your bottom well back in chair? This enables better lumbar support.	<input type="checkbox"/>	<input type="checkbox"/>
➔ Is the chair backrest positioned to support your lower back? The curve of the backrest should fit the curve of the lower back. It is often easiest to position the backrest at the highest level and then move it down until you find a comfortable position.	<input type="checkbox"/>	<input type="checkbox"/>
➔ When seated at the work station area, are your elbows close to the side of your body with shoulders relaxed? This prevents stretching and unnecessarily moving from your shoulders when using the keyboard and mouse. It also encourages alignment of hips, shoulders and ears (correct posture).	<input type="checkbox"/>	<input type="checkbox"/>
➔ Are there arm rests in use? As discussed previously these are not recommended.	<input type="checkbox"/>	<input type="checkbox"/>

Desk height



➔ Is there an approximate 2cm gap between thighs and desk?

YES NO

➔ Is the height of the work surface 2-5cm below the height of your elbows when seated?

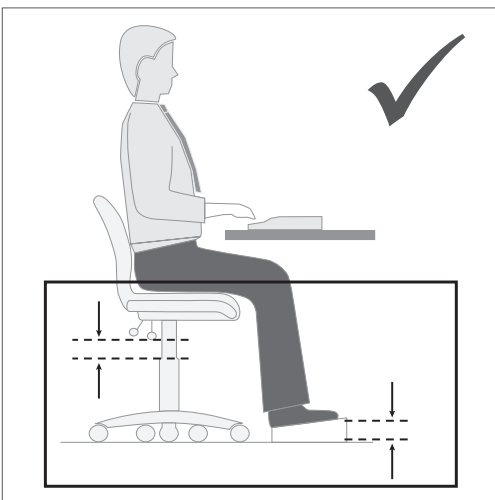
The angle between upper arm and forearm should be at least 100°. The aim is to have the wrist in a neutral position when typing to prevent wrist strain.

YES NO

➔ Is leg space under the desk unobstructed? You should be able to stretch/move your legs and swivel your chair without obstruction.

YES NO

Foot rest

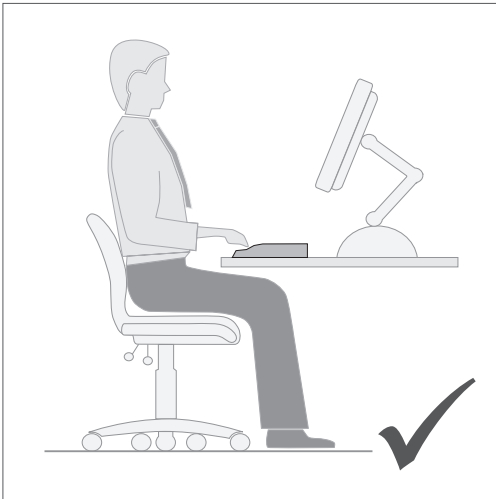


➔ With your chair and desk positioned as above, are you able to place your feet comfortably on the ground? If not a foot rest is required. Feet should be positioned such that the angle of the knees, hips and ankle are approximately 100°.

YES NO

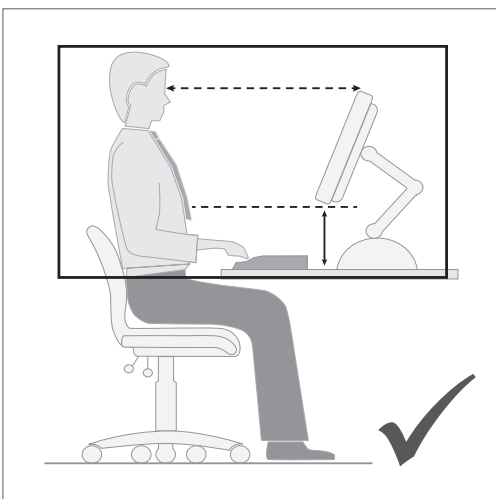
This prevents hyper flexion and potential strain of these areas, and on the lower back. It can also cause pressure on the backs of the thighs, potentially hindering blood flow

Keyboard placement



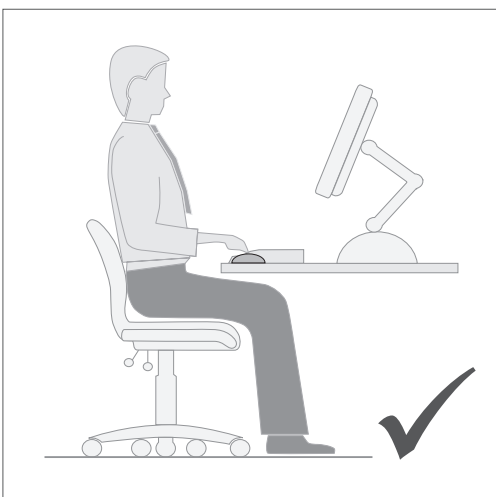
	YES	NO
➔ Is the centre of the keyboard positioned directly in front of you? If you work with two monitors:	<input type="checkbox"/>	<input type="checkbox"/>
If you use both monitors equally, place the join between the two directly in front you. Angle the monitors in slightly to form a slight V.	<input type="checkbox"/>	<input type="checkbox"/>
If you have a primary monitor (one that you use more than the other), position the primary monitor directly in front of you and place the secondary monitor to the right or left. Angle this monitor in about 30°.	<input type="checkbox"/>	<input type="checkbox"/>
➔ Is the keyboard in front of the screen (or directly in front of the worker if working with two screens)? This encourages good posture and body alignment, preventing muscle strain.	<input type="checkbox"/>	<input type="checkbox"/>
➔ Is the keyboard 5-10cm from the edge of the desk? This enables you to sit close enough to your work while keeping your arms/elbows to near to your body, to prevent stretching and potentially hunching the upper torso forward, thus straining the shoulders, neck and back.	<input type="checkbox"/>	<input type="checkbox"/>

Monitor / Screen placement



	YES	NO
➔ Is the screen an appropriate distance from you when you are seated at your workstation (approximately arm's length)?	<input type="checkbox"/>	<input type="checkbox"/>
➔ Is the height of the screen appropriate? The top of the screen should be at eye level and the bottom of the screen can be easily read without marked inclination of your head.	<input type="checkbox"/>	<input type="checkbox"/>

Mouse



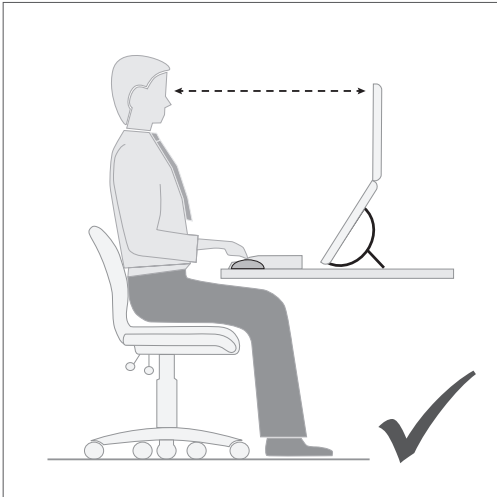
	YES	NO
➔ Is your mouse comfortably within reach with your arm at your side (next to the keyboard, close to edge of work surface, with arm bent)? This ensures correct body alignment and prevents reaching and leaning.	<input type="checkbox"/>	<input type="checkbox"/>
➔ Is the mouse at the same level as the keyboard? As above and keeps wrist in neutral position preventing wrist strain.	<input type="checkbox"/>	<input type="checkbox"/>
➔ Do you avoid large motions to manipulate mouse? Large movements involve more muscle groups potentiating strain from overuse. Try to learn shortcuts on the keyboard to prevent mouse use.	<input type="checkbox"/>	<input type="checkbox"/>
➔ If you frequently use the mouse, do you alternate between left and right hand? This prevents strain from over use.	<input type="checkbox"/>	<input type="checkbox"/>

Laptop use

Whilst laptops allow the convenience of portability, the small screen with attached keyboard and mouse/track-pad promote awkward postures that are not in accordance with ergonomic principles. Therefore, laptop use is likely to contribute to musculoskeletal disorders if used for more than intermittent short duration use.

When at your primary workstation your laptop should be docked into your desktop PC. The following recommendations promote sound ergonomic principles for laptop use if you:

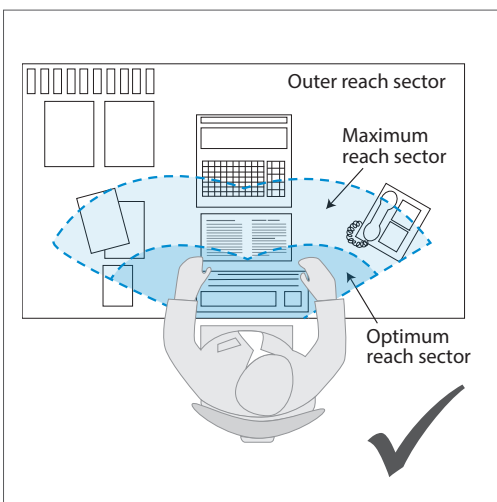
- Do not have a primary desktop PC;
- Use your laptop frequently; and/or
- Use your laptop for durations of greater than one hour



	YES	NO
<p>➔ Is the laptop placed in a docking station or stand so that the screen height is appropriate? The top of the screen should be at eye level and the bottom of the screen situated such that it can be read without marked inclination of the head. This promotes good head, neck and shoulder posture.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➔ Is the screen at an appropriate distance from you when you are seated at your workstation (approximately arm's length)? Note: this will mean that the laptop keyboard and track-pad cannot be accessed.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➔ Is there a separate external keyboard placed as described above? This allows shoulders, arms, wrists and hands to remain in neutral position whilst using keyboard.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➔ Is there a separate external mouse positioned at the same level as the keyboard?</p>	<input type="checkbox"/>	<input type="checkbox"/>

Note: if a laptop is used intermittently and/or for short durations (less than one hour) the above recommendations are not necessary, however caution should be exercised by attempting to approximate the ergonomic set-up described in this document.

Desktop layout



	YES	NO
<p>➔ Are frequently used items located close and within easy reach? This prevents repetitive stretching and resulting muscle strain.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➔ Is the phone used frequently? If so, you should consider using a headset. This prevents cradling the hand set between the neck and shoulder which can cause shoulder and neck strain.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➔ Do you read from source documents when using the computer? If so, do you use a document holder?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is the document holder positioned appropriately (between or as close as possible to between, the keyboard and the screen)? This prevents repetitive movement of neck and shoulder muscles potentiating muscle strain</p>	<input type="checkbox"/>	<input type="checkbox"/>

Work processes

	YES	NO
<p>➔ Do you alter your posture at least every 20-30 minutes? This is an ideal way to prevent overuse and strain of many muscle groups. This may involve changing the way you do some things. For example, stand up when talking on the phone; take a short walk around the office; set an alarm on your computer to ensure that you break regularly to prevent repetitive movements and/or static postures; alternate your daily tasks to ensure that you are not doing the same thing (eg typing on your computer) for extended periods of time.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>➔ Do you perform any of the recommended stretches during your breaks?</p>	<input type="checkbox"/>	<input type="checkbox"/>

If you have any queries regarding this self-assessment, please contact your supervisor.