SEATTLE COLLEGES
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Ergonomics Checklist

Occupational Safety and Health at Seattle Colleges has developed this checklist to enable employees to self-assess their workstation and look for possible ergonomic issues that may need correction. This checklist is intended to be an initial resource and also serve as a periodic reminder to reinforce good habits and proper workstation configuration.

GOAL		YES	NO
WHEN SITTING			
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 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? Is it adjusted to allow you to sit comfortably in a neutral or slightly reclined position?		
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 slightly below your elbows?		
WHEN POSITIONING THE CURSOR WITH A POINTING DEVICE			
8	Is the pointing device positioned close to the keyboard?		
WHEN ORGANIZING THE WORK SURFACE			
9	Are you able to use your work surface and equipment without over-reaching or using awkward postures?		
WHEN VIEWING THE MONITOR			
10	Is it in front of you with the top line of print at or below eye level or even lower if you wear bifocal, trifocal, or progressive lenses; AND are you able to scan the screen from top to bottom using only eye movements, not head movements?		
11	Can you sit against the back of your chair and read the monitor screen from a comfortable distance (about an arm's-length) without experiencing eye fatigue, blurred vision, or headaches?		
12	Is the monitor screen free of glare?		
WHEN READING A DOCUMENT			
13	Is the document off the flat work surface and at the same distance as the monitor screen?		