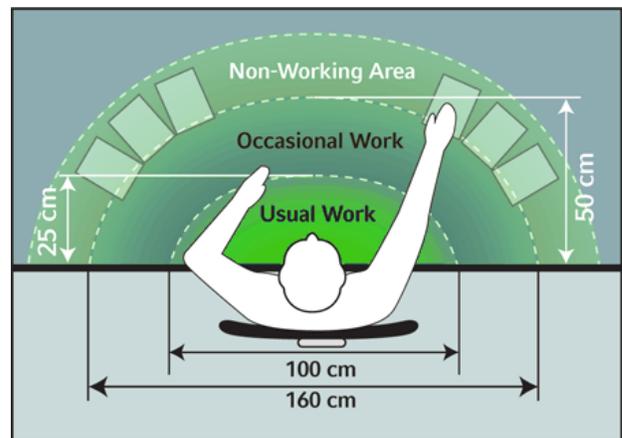
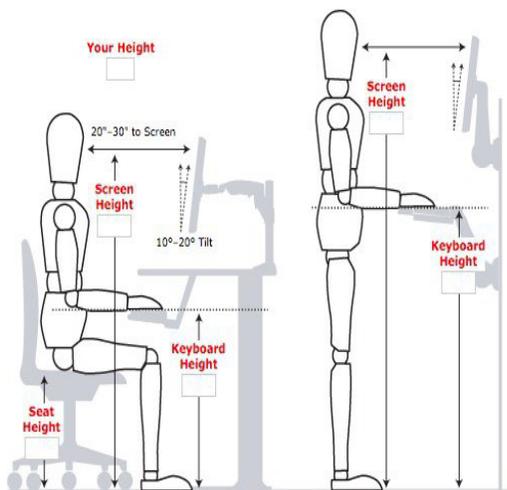


# Workstation Ergonomic Self-Assessment



This checklist is designed to help you assess your workstation and make some simple adjustments or improvements to optimize your comfort at work. If “no” is checked, the Safety and Environmental Management offers ergonomic assessments to city employees.

A. CHAIR	YES	NO	N/A	COMMENTS
• My chair is comfortable, in good condition and all adjustment mechanisms are in good working order.				
• I am familiar with all the adjustment mechanisms on my chair.				
• The back rest provides support for your lower back (lumbar).				
• My head and neck are upright, or in-line with the torso. Not bent or hunched over.				
• The width and depth of the seat are sized appropriately for me. There is approximately 2-3 inches of clearance between the front of the seat and the back of my knees.				
• When seated at the workstation with my hands on the keyboard, I can achieve the following posture: <ul style="list-style-type: none"> <li>○ Shoulders relaxed and symmetrical, head in midline</li> <li>○ Elbows in vertical alignment with shoulders. Approximately tennis ball sized gap between waist and elbow. Elbows slightly higher than wrists</li> <li>○ Navel approximately in line with desk</li> <li>○ Hips slightly higher than knees</li> <li>○ Feet flat on the floor or footrest (not dangling)</li> </ul>				
• Armrests, if used, do not interfere with good posture or movements.				
• I stand and move approximately every 30 minutes to stretch for a few minutes.				
B. DESK	YES	NO	N/A	COMMENTS
• The desk (seated position) allows room: <ul style="list-style-type: none"> <li>○ Between the under-surface of the desk and the thighs</li> <li>○ The edge of the desk and the navel.</li> </ul>				
• I have sufficient leg room and do not store items under the desk that encroach on this space or compromise my posture.				
• The desk height for a stand-up desk should be at or slightly below elbow height (see picture).				

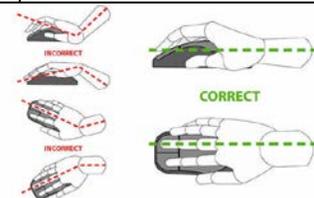
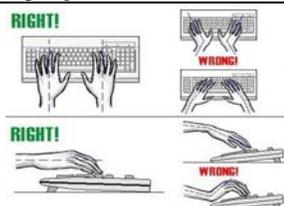


# Workstation Ergonomic Self-Assessment

C. COMPUTER MONITOR	YES	NO	N/A	COMMENTS
• The monitor is directly in front of me, slight tilt or perpendicular to the desk and approximately arms reach away (20-28")				
• The top of the monitor is at or below eye level so you can read without bending the head or neck down or back.				
• If wearing multifocal lenses, it should be lower to avoid tilting the head backward.				
• It is adjusted to a comfortable level of brightness, contrast and font size.				
• The screen is free from glare or reflections from light sources.				
• If using two monitors, they should be placed at the same height. I swivel on my chair (rather than repeatedly twisting the neck) to visually navigate between monitors.				

D. KEYBOARD	YES	NO	N/A	COMMENTS
• The keyboard is positioned directly in front of me and at the distance from the edge of the desk that feels comfortable and supportive for my arms/shoulders.				
• My wrists are slightly extended (10-20 degrees) while keying. Wrists or hands do not rest on sharp or hard edges.				
• The keyboard tray is large enough and stable to hold a keyboard and mouse or other input device (i.e. mouse or trackball).				
• I keep my fingers slightly bent and strike the keys softly when keying.				
• I take micro-pauses and rest breaks every few minutes.				
• I am familiar with keyboard shortcuts and use them where applicable.				

E. MOUSE	YES	NO	N/A	COMMENTS
• My mouse comfortably fits my hand so that the padded sections for the palm connect with the desk top.				
• My mouse is responsive and operates smoothly over the desk surface.				
• My mouse pad, if used, is flat.				
<i>*** Note: Mouse pads fitted with a gel wrist rest are not recommended as they promote poor wrist postures and movements.</i>				
• I alternate between mouse scroll functions and page up-down navigation.				
• My mouse posture involves: <ul style="list-style-type: none"> <li>○ Shoulders relaxed</li> <li>○ Elbow close to side of body</li> <li>○ Forearm close to side of body</li> <li>○ Wrist straight- not moving from side to side</li> <li>○ Middle finger maintained in a straight line with forearm</li> <li>○ Circular, smooth, whole arm motion</li> </ul>				
• I take micro-pauses and rest breaks (every few minutes) when performing prolonged periods of mouse work.				



# Workstation Ergonomic Self-Assessment



F. DESKTOP ITEMS	YES	NO	N/A	COMMENTS
• A document holder is available if needed and positioned between the monitor and keyboard.				
• In the event of using a laptop for prolonged periods of time, a docking station and external monitor, keyboard and mouse is provided.				
• A headset is available for prolonged, frequent phone conversations or if simultaneous keying/writing is required.				
• There is adequate room on the desktop to accommodate all necessary items and frequently used items are within comfortable reach.				

G. PHYSICAL ENVIRONMENT	YES	NO	N/A	COMMENTS
• Noise levels at my workstation are conducive to concentration.				
• The lighting at my work station is adequate for the tasks I do, and does not influence my posture.				
• I feel comfortable with the room temperature and air flow.				
• There are no trip hazards (e.g. cabling, mats or clutter in the immediate environment).				
• Electrical cabling is secured neatly around the workstation to avoid unwanted contact.				
• Personal storage is easily accessible (does not involve excessive reaching, twisting, bending or force exertion).				

H. OUTCOME	YES	NO	N/A	COMMENTS
• I have been able to implement the above adjustments/work methods and am comfortable with my workstation set up and environment.				
• I have answered “no” to some of these questions and have not been able to resolve the issue(s). I require assistance with:				

If you would like a workstation ergonomic evaluation, please e-mail a copy of the completed self-assessment to [safety.environmental@bangormaine.gov](mailto:safety.environmental@bangormaine.gov). You will be contacted to set up an appointment.

**Contact Information:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_