



Ergonomics Self Assessment

Employee Name: _____

Employee District & Contact Phone: _____

Location: _____

Job Title: _____

Job Duties: Sitting (___%) Standing & Walking (___%) Lifting & Bending (___%)

WHEN SITTING

1. Is the chair height adjusted so that your feet rest comfortable flat on the floor or footrest, with your knees just slightly lower than the hips? YES NO
2. Look at the depth of your 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? YES NO
3. Does the curve of the back of the chair fit into your lower back? YES NO
4. Does the back of the chair tilt back? YES NO
5. With your shoulders relaxed, are the armrests slightly below your elbows, and do your arms hang comfortably at your sides? YES NO
6. Can you get your chair close enough to your keying, mousing, or writing surfaces without reaching? YES NO

WHEN KEYING

7. With your shoulders relaxed and your fingers curved in typing position, is the home row of keys at the same height as your elbows or slightly below the elbows? YES NO

WHEN POSITIONING THE CURSOR WITH A POINTING DEVICE

8. Is the pointing device (mouse) positioned close the keyboard? YES NO

WHEN ORGANIZING THE WORKSPACE

9. Are you able to use your work surface and equipment without overreaching or using awkward postures? YES NO

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*; AND are you able to scan the screen from top to bottom using only eye movements, not head movements? YES NO
11. Can you sit against back of your chair and read the monitor screen from a comfortable distance, without experiencing eye fatigue, blurred vision, or headaches? YES NO

WHEN READING THE DOCUMENT

12. Is the document off the flat surface and at the same height and distance as the monitor screen? YES NO

WHEN USING SOFTWARE PROGRAMS AND OPERATING SYSTEMS

13. Have you been trained on the software programs and operating system you are using? YES NO