



Office Ergonomics Risk Factors Checklist

Discomfort:	Possible Solutions:
Lower Back	<ul style="list-style-type: none"> • Sit back in the chair with lumbar supported (adjust chair back up/down for comfort) • Check chair fit, especially seat pan depth and height • Check adequate leg room (boxes, waste basket, files impeding foot/leg comfort) • Monitor distance (arm's length or slightly more for 2 monitors) • Feet not flat or supported (lower chair height or provide a footrest)
Eye Strain	<ul style="list-style-type: none"> • Verify monitors are at a minimum arm's length • Provide anti-glare screen cover • Change settings on the monitor(s) (zoom +/-, brightness, color) • Look away from the monitor, focus on another object, every 15-20 minutes
Neck	<ul style="list-style-type: none"> • Confirm monitors are centered (inverted "V") if both used equally. Otherwise, dominant monitor should be positioned 60/40 in front of keyboard. • Top of monitor(s) are at or just below eye level (if bi-focal glasses, lower monitor height to avoid head/neck tilting back)
Forearm	<ul style="list-style-type: none"> • Verify keyboard is within 3-4 inches of the edge of the desk (forearms not resting on the desk – may need to raise chair 1" and/or keyboard wrist rest) • Only elbows should be resting on the armrests • Mouse is immediately to the right (or left) of keyboard (forearm is not resting on the desk or armrest)
Shoulders	<ul style="list-style-type: none"> • Keyboard is within 3-4 inches of the edge of the desk • Confirm mouse is immediately to the right (or left) of keyboard. • Arms kept close to the torso while using mouse and typing • Lower the work surface (or raise chair height 1-2"), upper arm/forearm at 90° angle • Lower chair armrests • Bring chair armrests in closer
Wrists	<ul style="list-style-type: none"> • Verify "flat wrists" while typing (lower stands on back of keyboard and/or provide gel wrist rest for keyboard) • Confirm "flat wrists" while using the mouse • Watch for correct posture when using the mouse (no side to side movement at the wrist, mouse from the elbow)
Back of Legs	<ul style="list-style-type: none"> • Lower the chair or lower the work surface • Adjust seat pan depth– release/push seat pan back (not all chairs have this feature). • Provide a foot rest (if feet cannot be placed flat on the floor)

Discomfort	Possible Solutions
Hands	<ul style="list-style-type: none"> • Frequent breaks from keystroke entry (every 20 minutes) • Perform hand stretching exercises (see below) • Alternative pointing devices/mouse • Learn keystroke shortcuts for menus
Muscle Fatigue	<ul style="list-style-type: none"> • Take mini-breaks every 45 minutes (walk, get drink, etc.) • Chair that supports posture change, through movement, size, or easy adjustability • Stand up, stretch arms, legs, etc. • Move phone and printer to the other side of the office to force standing, or suggest standing when on phone • Check chair fit (is chair designed for petite person, <5'4"; is chair designed for tall person >6'4") • Consider Sit-stand work surface

Hand Stretching Exercises

