

Office Checklist

Name				
Supervisor Name				
Date Completed				
Workstation Item	Yes	No	Notes / Possible Modifications	Comments or Action
1. Chair				
Is the chair height appropriate for the individual and work surface (thighs parallel to the floor, knee angle at 90°)?			<input type="checkbox"/> Use height adjustable chair <input type="checkbox"/> Implement footrest	
Are feet are fully supported?			<input type="checkbox"/> Adjust height of chair until feet are supported on the floor or a floor rest	
Does the chair have a stable base with five wheels or castors suitable for the floor surface?			<input type="checkbox"/> Source appropriate chair <input type="checkbox"/> Change castors according to floor surface <input type="checkbox"/> Implement chair mat	
Is the backrest angle adjustable?			<input type="checkbox"/> Ideal backrest angle is between 90-110° <input type="checkbox"/> Backrest angle should not angle user forwards/<90°	
Is the backrest height adjustable?			<input type="checkbox"/> Lumbar support (curve in backrest) should be adjusted to meet and support the lumbar curve of the back <input type="checkbox"/> Tip: To identify the lumbar curve, stand with your back against a wall. The gap between your back and the wall is the curve of the lumbar spine (lower back).	

			<input type="checkbox"/> Some chairs have a sliding lumbar support instead of adjusting the entire backrest	
Are armrests provided?			<input type="checkbox"/> Not necessarily required, but should provide gentle support if used. <input type="checkbox"/> Adjust height to support elbows without causing shoulder elevation or tension	
Can armrests be adjusted to meet the shoulder width of the individual, and don't interfere with natural movements?			<input type="checkbox"/> Remove armrests if they interfere with work <input type="checkbox"/> Source a chair with armrests that can swivel, slide in and out, forwards and back <input type="checkbox"/> Shoulders should be relaxed and elbows close to the body	
Is the chair seat the appropriate size for the individual?			<input type="checkbox"/> Source a chair that fits the body shape and size of the individual	
Is the seat pan tilt adjustable?			<input type="checkbox"/> Tilt should generally be flat <input type="checkbox"/> Lock seat pan tilt once desired position is found	
Is the seat pan depth adjustable?			<input type="checkbox"/> Seat pan depth should be adjusted to obtain a small space between the front of the chair and back of legs to ensure thighs are support and backrest supports back	
2. Work Surface				
Is the work surface/desk height about elbow level?			<input type="checkbox"/> If height-adjustable desk is used, adjust height of desk <input type="checkbox"/> If desk is stationary: - Implement desk adaptor	

			<ul style="list-style-type: none"> - Raise height of chair to meet surface of desk and use a footrest to accommodate new seat height - Install keyboard tray to lower height of keyboard and mouse 	
Is the work surface large enough to hold all work material and equipment?			<input type="checkbox"/> Surface should be large enough to fit all materials on same level <input type="checkbox"/> Use side table or other storage systems to organize materials/increase space	
Are frequently used items within easy reach?			<input type="checkbox"/> Frequently used items (phone, notes, keyboard, mouse) should be kept in front of the body and within easy reach to minimize (frequent) twisting or reaching <input type="checkbox"/> Infrequently used objects should be moved further away to ensure adequate space	
Is reaching beyond the midline of the body avoided?			<input type="checkbox"/> Turn to face tasks with body squared, avoid twisting in the neck or back <input type="checkbox"/> Keep items on dominant side of body (e.g., writing utensil/notes next to dominant hand)	
Is there sufficient room for legs to stretch and swivel in the chair?			<input type="checkbox"/> Clear objects out from under desk (drawers, garbage bins)	
3. Keyboard and Mouse				
Is work primarily used on a laptop?			<input type="checkbox"/> Laptops should not be used as regular/permanent workstations	

			<input type="checkbox"/> At a minimum, an external keyboard and mouse	
Is the keyboard and mouse positioned directly in front of the user?			<input type="checkbox"/> User should not need to twist or reach <input type="checkbox"/> Move keyboard and mouse directly in front of user	
Are the keyboard and mouse on the same level, and at a height that maintains a 90° angle at the elbow?			<input type="checkbox"/> A 90° angle should be maintained at the elbow <input type="checkbox"/> Keyboard and mouse should be on the same surface and close to each other to minimize repetitive lifting of the arm (e.g., between keyboard tray and desk surface)	
Are forearms, wrists, and hands in a neutral position when using the keyboard and mouse?			<input type="checkbox"/> Forearms, wrists, and hands should be in a neutral position. Wrists should not be angled or bent <input type="checkbox"/> Use a low profile and flat keyboard <input type="checkbox"/> Use a keyboard and/or mouse that is designed to maintain neutral upper limb positions	
Are arms resting on the work surface when using the keyboard and mouse?			<input type="checkbox"/> Avoid resting soft tissue of the wrist/forearm on desk or edge of desk – this puts pressure on the carpal tunnel (vasculature and nerves travelling through wrist) <input type="checkbox"/> Keep keyboard and mouse close to the edge of the work surface, rest the carpal bones (base of palm) on the surface instead	

			<input type="checkbox"/> Note that wrist rests and supports can also lend to compressive forces on the carpal tunnel	
Does the mouse fit comfortably in the hand (loose, relaxed grip, doesn't require a clenched hand)?			<input type="checkbox"/> Source mouse that fits hand better (larger, shape to support neutral positions)	
4. Monitors				
Is work primarily performed on a laptop?			<input type="checkbox"/> Implement external monitor(s) <input type="checkbox"/> Laptops may be used as secondary screens (if positioned on a stand or platform)	
Are screens height-adjustable such that the top of the active area of the screen is ~aligned with the eyes?			<input type="checkbox"/> Implement height-adjustable screens <input type="checkbox"/> Use height-adjustable platforms, stands, or monitor arms <input type="checkbox"/> Use books or boxes to lift height of screens	
Is the tilt of monitors adjustable?			<input type="checkbox"/> Adjust accordingly, generally in a upright position or angled slightly upwards	
Are monitors a comfortable distance away from the user?			<input type="checkbox"/> Move screens to a distance where user does not need to lean in to view material (monitors too far away) or cause eye strain (monitors too close) <input type="checkbox"/> Typically ~ arm's length away is ideal <input type="checkbox"/> If workstation is prohibitive (counters, hutches, shelves), examine ways to physically	

			change workspace or install monitor arms	
Is the monitor directly in front of the user? If dual monitors are used: <ul style="list-style-type: none"> a. Monitors are arranged in a V-formation (slightly angled towards the centre), with user seated at the centerline b. Primary monitor is directly in front of user, secondary monitor is to either side and angled towards user. Use of monitor is limited to <30 seconds at a time. 			<input type="checkbox"/> Adjust monitors according to comfort and task requirements	
Are screens free of glare?			<input type="checkbox"/> If windows are present, ideal position of screens is perpendicular to windows to reduce glare or light shining directly at user <input type="checkbox"/> Move workstation as needed <input type="checkbox"/> Use curtains or blinds <input type="checkbox"/> Adjust overhead lighting intensity or use task lighting options <input type="checkbox"/> Position workstation between rows of overhead lights	
5. Accessories				
Is a phone regularly used for calls?			<input type="checkbox"/> Keep phone close to body to avoid awkward or frequent reaches <input type="checkbox"/> Avoid awkward/static positions such as elevated shoulder and tilted neck <input type="checkbox"/> Implement a headset, especially if regular/prolonged calls and meetings take place	

			<input type="checkbox"/> Use speakerphone	
Are other materials/objects frequently viewed?			<input type="checkbox"/> Keep objects such as books or notes in front of user or turn to face them directly <input type="checkbox"/> Utilize document holder	
6. Work Practices / Other				
Can tasks be varied throughout the day?			<input type="checkbox"/> Incorporate task variation	
Are regular breaks taken?			<input type="checkbox"/> Increase frequency of micro-breaks (every ~30 minutes, brief breaks to move the body) <input type="checkbox"/> Perform stretches and other movements to avoid static postures	
Can static postures otherwise be avoided or reduced?			<input type="checkbox"/> Use height-adjustable desk or adaptor to alternate between sitting and standing <input type="checkbox"/> Stand in various positions (alternate foot propped up on footrest, wider stance, etc.) <input type="checkbox"/> Regularly make small adjustments to chair (e.g., adjust angle of back rest between 90-110°)	
Is the temperature comfortable to support focused work? Generally viewed optimum temperatures: Summer: 23-26°C Winter: 20-23.5°C			<input type="checkbox"/> Report issues of temperature to supervisor <input type="checkbox"/> Don or doff layers of clothing	
Are there any noises or sounds that interfere with focused work?			<input type="checkbox"/> Report noise issues (equipment, HVAC, etc.) to supervisor	

			<input type="checkbox"/> Utilize noise cancelling headphones	
Have other ergonomics resources been referred to? a. Manual Material Handling Ergonomics b. Ergonomics training in VIP c. Exploration of content on H&S website d. Laboratory Ergonomics (if applicable)			<input type="checkbox"/> Utilize available resources	
Notes				
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