

ERGONOMIC SELF-ASSESSMENT CHECKLIST

ABOUT

This self-assessment checklist is intended to provide the ability to assess your own workstation to ensure comfort and performance. The goal is to have the best ergonomic work environment for your own individual needs.

INSTRUCTIONS

Please complete the self-assessment checklist for your workspace. Once completed, send this form to ergo_safe@sfu.ca.

If requesting an assessment of a workspace not located on one of SFU's campuses, please send photos of your setup along with the completed self-assessment checklist. A virtual ergonomics assessment can be offered via online video conferencing (e.g. Zoom, MS Teams), or over the phone.

Be sure to take a BEFORE and AFTER photo from the side that shows your entire body and attach them to the email so that we can have a better understanding of your setup.

Examples below show how you can take the photos of your setup.



In the following sections, follow the “green” box recommendations for your office setup. If your setup has a posture in one of the “red” color boxes, please follow the recommendations listed below each section and adjust accordingly. You can also provide explanation why you were not able to achieve the correct setup in the comments box under each section.

PERSONAL INFORMATION

Name _____

Department _____

Position _____

Supervisor Name _____

Email _____

Supervisor Contact _____

Date _____

Work Location _____

TASK DESCRIPTION & DURATION

How long do you spend sitting at your computer working? Describe what type of tasks you do on a daily basis: computer, keyboard, mouse, talking on the phone, lifting, filing, other?

Total hours sitting _____

Total hours using computer _____

SIGNS & SYMPTOMS

Are you currently experiencing pain or discomfort while at your workstation? If so, describe body parts, symptoms, intensity and frequency. Have you seen a Medical Professional regarding these signs and symptoms? If so, describe in detail the Dr. recommendations and/or limitations.

EQUIPMENT LISTS

Check off your items you currently have

Adjustable ergonomic chair

Document holder

Adjustable keyboard/mouse tray

Telephone headset

Monitor riser

Lumbar support cushion

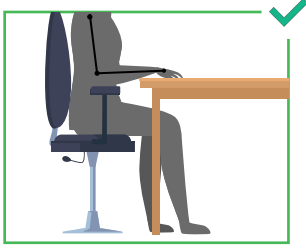
Footrest

Anti-glare screen, or screen hood

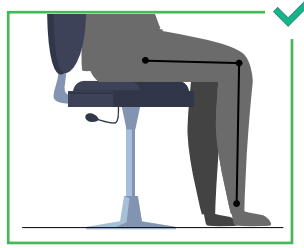
Palm support wrist pad

Others

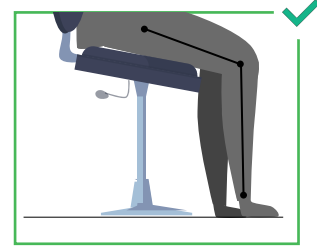
CHAIR HEIGHT



1. Chair height at the table's height to allow elbow to rest at a comfortable 90°



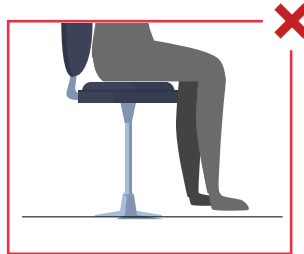
2. Knees at 90°



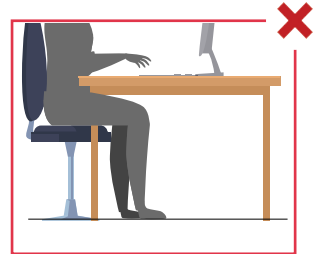
3. Knee angle >90° (seat pan tilted forward)



4. Knee angle: too low (<90°)



5. No foot contact on ground, no footstool



6. Insufficient space under desk

Current Setup

1

2

3

4

5

6

Recommendations

Adjust the seat height so that feet are flat on floor with knees bent at right angles and thighs horizontal to floor.

Thigh should lay parallel to the floor or forward tilted with the knees bent at 90 degrees or slightly more.

Use a footrest if your feet cannot reach the ground or use other items such as delivery boxes, textbook, etc.

Ensure that there is sufficient space under the desk (enough to cross your legs).

Completed

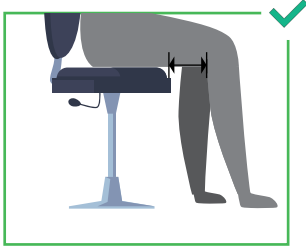
Yes

No

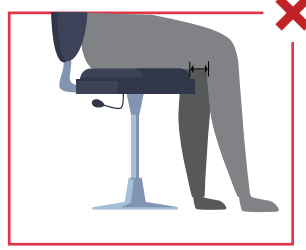
N/A

Comments

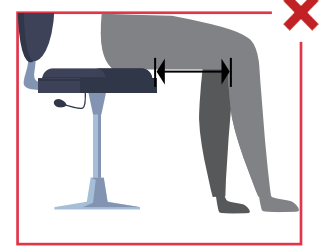
PAN DEPTH & ARMREST



1. Approximately 3 finger-width of space between the knee and edge of seat



2. Seat pan too long: seat pan compressing the back of your knee



3. Seat pan too short: > 3 inches of space

Current Setup

1

2

3

Recommendations

Sit with your buttock at the back of the chair.

If your seat pan is too long, try placing a pillow behind you to shift yourself forwards.

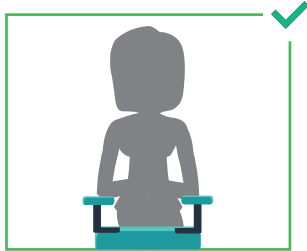
If seat pan is too short, pull seat pan out or assess if your buttock is at the very back of the chair.

Yes

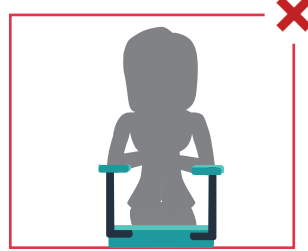
Completed

No

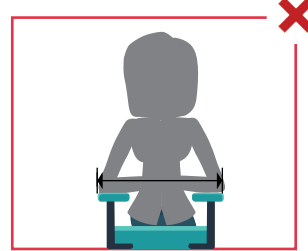
N/A



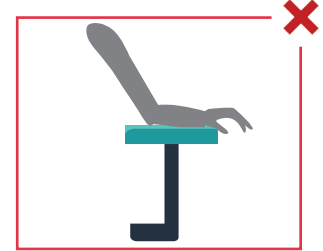
1. Elbow supported in line with shoulder, shoulder relaxed



2. Armrest too high, shoulders shrugged



3. Armrest too wide



4. Hard, sharp surface

Current Setup

1

2

3

4

Recommendations

Use arm rests if it allows you to sit close to your desk, if not, remove the armrests.

Adjust arm rest so that when forearms rest there, your shoulders are relaxed.

Adjust armrests to have arms close to the torso, not abducted/ away from the body.

Yes

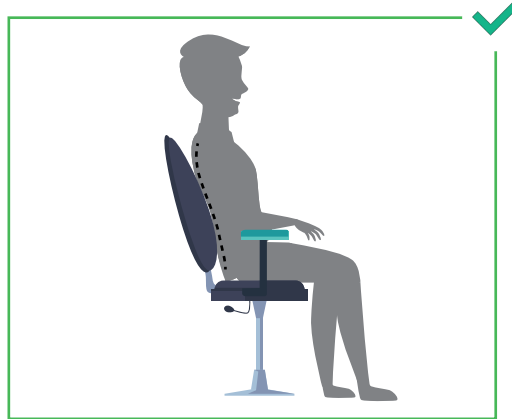
Completed

No

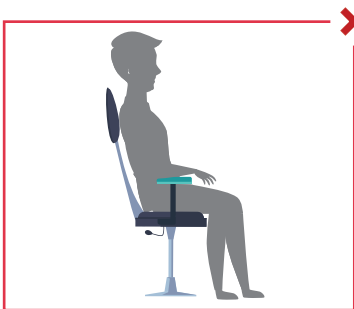
N/A

Comments

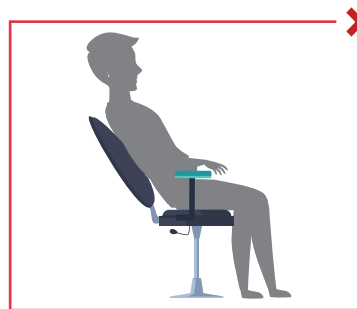
BACK SUPPORT



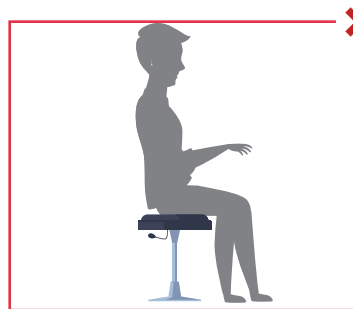
1. Adequate low back support, chair reclined between 95° - 110°



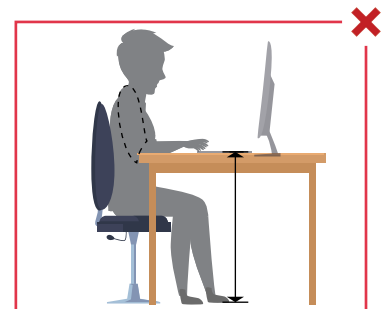
2. No low back support or support not positioned in small of back



3. Angled too far back (> 110°) or angled too far forward (< 95°)



4. No back support (stool or worker leaning forward)



5. Work surface too high (shoulder shrugged)

Current Setup

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Recommendations

Ensure that backrest is being used (lumbar support at the lower back).

If there isn't sufficient lumbar support, place a small pillow at your lower back.

Angle back rest between 95-110 degrees.

Completed

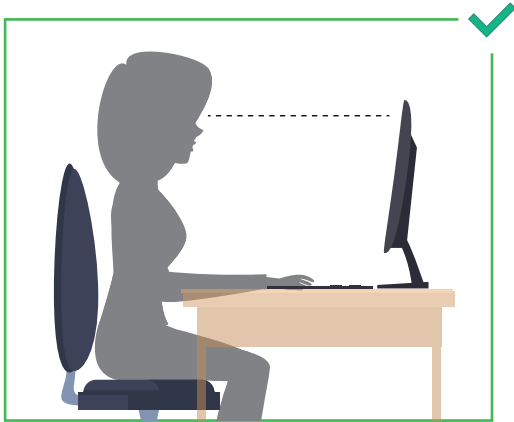
Yes

No

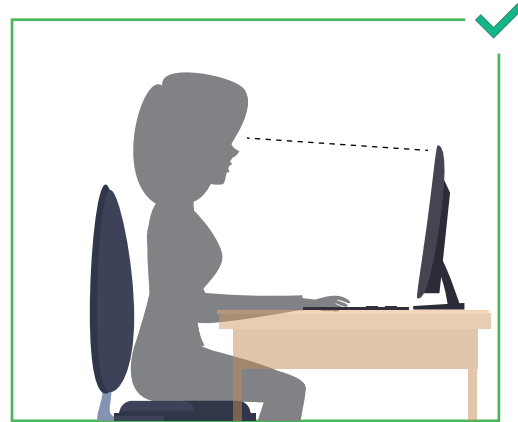
N/A

Comments

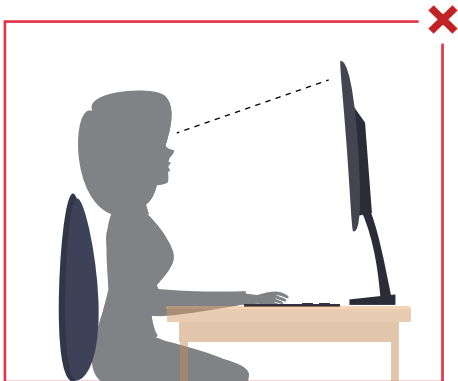
MONITOR POSITION



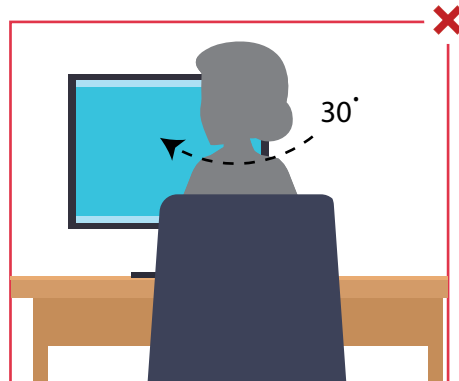
1. Screen at eye level,
arm's length distance
(40 - 75 cm)



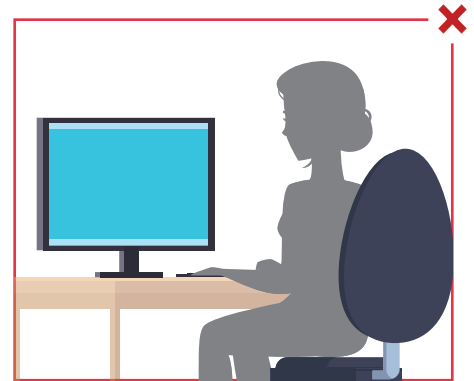
2. Screen lower than eye level
(below 30°)
(ok for bi-focal lens users)



3. Screen too high
(Neck extension)



4. Neck twist (>30°)
due to monitor angle



5. Glare on screen

Current Setup

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Recommendations

Adjust monitor height so that the top of your screen is at an eye level.

Move the screen to arm's length away.

Avoid glare on screen by using curtains or readjusting your screen angle so that light is parallel to the screen.

Don't use laptop as both screen and keyboard.

Completed

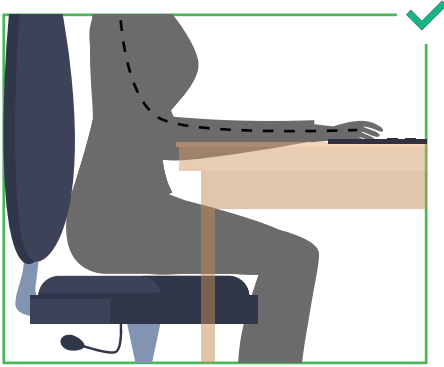
Yes

No

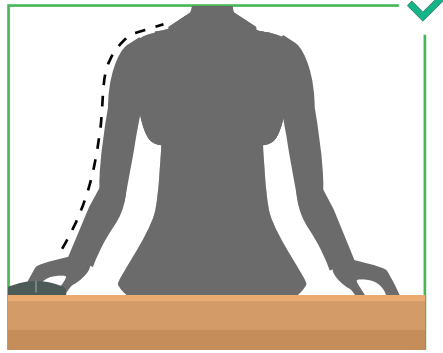
N/A

Comments

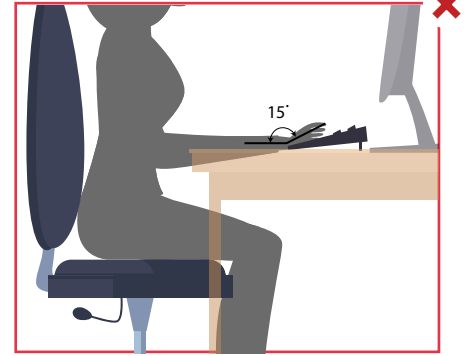
KEYBOARD/MOUSE



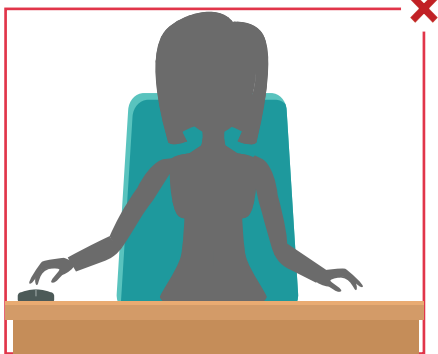
1. Shoulders relaxed, wrists straight



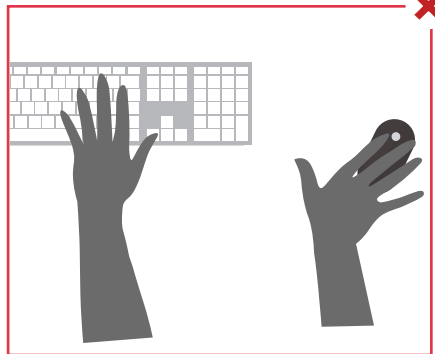
2. Mouse in line with shoulder



3. Wrist extended/keyboard on positive angle (>15° wrist extension)



4. Reaching to the mouse



5. Radial/Ulnar deviation

Current Setup

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Recommendations

Keep forearm and hands aligned and avoid extreme extensions and deviations in wrist angles.

Move mouse closer so that it is in line with your shoulder.

Avoid extensive reaching for the mouse.

Shift hand further up the mouse to keep wrist in neutral position with hand aligned with the forearm.

Completed

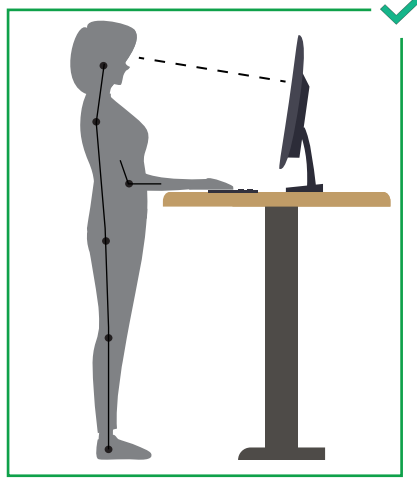
Yes

No

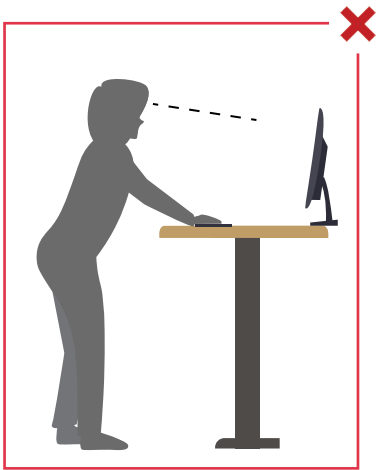
N/A

Comments

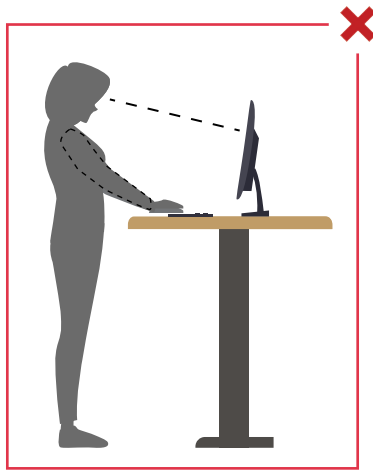
STANDING DESK



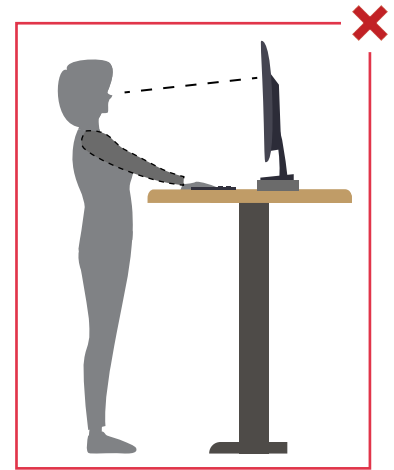
1. Standing straight, shoulders relaxed, neutral neck position. Screen at eye level, arm length distance.



2. Leaning on desk



3. Work surface too low (shoulders depressed, arms extended, neck flexion)



4. Work surface too high (shoulders shrugged, arms extended, neck extension)

Current Setup

1

2

3

4

Recommendations

Adjust height so that the work surface is slightly below elbow height.

Keyboard should be positioned so that elbows are 90-110 degrees and shoulders are in a neutral position.

Adjust monitor so that the top of the screen is at eye level.

Completed

Yes

No

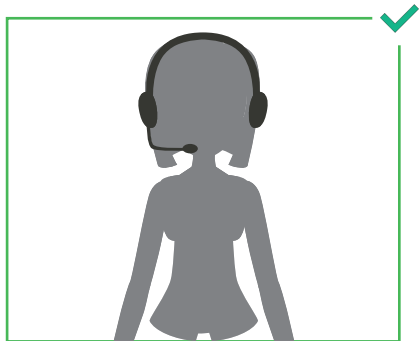
N/A

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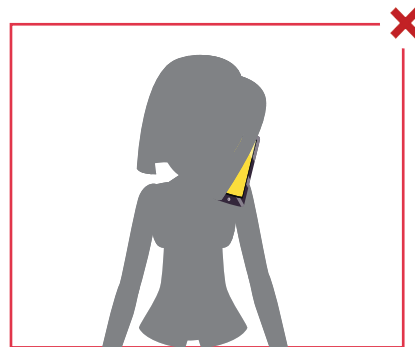
	Completed		
	Yes	No	N/A
Move the screen to arm's length away and directly in front of you.			
Stand tall with strong core.			
Wear comfortable shoes.			
Determine optimal sitting to standing ratio for you, ranging from 1:1 to 1:3 sitting to standing.			

Comments

TELEPHONE . _____



1. Using headset, one hand on phone and neutral neck posture



2. Neck and shoulder hold

Current Setup 1 2

Recommendations

If your job requires prolonged phone use, consider using headsets to leave your hands free and maintain a neutral head posture.

Avoid holding the phone between your neck and shoulder.

	Completed		
	Yes	No	N/A
If your job requires prolonged phone use, consider using headsets to leave your hands free and maintain a neutral head posture.			
Avoid holding the phone between your neck and shoulder.			

Comments