



## Office Ergonomics Risk Factors Checklist

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

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

### Hand Stretching Exercises

