# Office Ergonomics Risk Factors Checklist

<table>
<thead>
<tr>
<th>Discomfort:</th>
<th>Possible Solutions:</th>
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</table>
| **Lower Back** | • 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** | • 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** | • 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** | • 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** | • 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** | • 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** | • 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) |
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| Hands              | • 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     | • 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**

<table>
<thead>
<tr>
<th>Wrist Flex</th>
<th>Wrist Rotation</th>
</tr>
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<tr>
<td><img src="image" alt="Wrist Flex" /></td>
<td><img src="image" alt="Wrist Rotation" /></td>
</tr>
<tr>
<td>Palm Rotation (face up/down)</td>
<td><img src="image" alt="Palm Rotation" /></td>
</tr>
<tr>
<td>Wrist Roll</td>
<td><img src="image" alt="Wrist Roll" /></td>
</tr>
<tr>
<td>Palm Stretch</td>
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