

Office Ergo Screen

Please fill in your answers below each question. A “no” answer may warrant investigation and corrective action. See our Office Ergonomics Manual for common solutions.

Keyboard

Is the keyboard located so that the wrists are in a neutral posture (not bent up, down or to the side) while typing?
Are the Wrists or forearms resting on the edge of the desk or any other hard surface while keying?
Is the keyboard at a height which places the forearms approximately parallel with the floor? Or are they angled slightly downward?
Do you touch the keys as lightly as possible?
Are the wrists supported by a wrist rest during pauses in typing?
Is the neck bent down to view the keyboard on a frequent or sustained basis?
Is the wrist rest padded and covered with a soft, non-irritating fabric?
Is keying performed greater than 4 hours a day?
Are the upper arms and elbows close to the body when the hands are on the keyboard?
When you use the number pad or special function keys do you bend your wrists sideways?
Are the shoulders relaxed when the hands are on the keyboard?
Are your fingernails short enough for you to key with the pads of your fingers bent?
Is the keyboard positioned directly in front of you so your neck and back is not twisted at 30°?

Input Devices

Is the input device (mouse / trackball touch pad) directly to the side of or on top of the keyboard?
Does the shape of the input device allow your hand, wrist and arm to be in neutral positions?
Is the input device located at about the same height as the keyboard?
Does the input device move or operate freely and is it well-maintained?
Is software related to the input device installed, and is the user trained in customizing the software to their own needs, including programmable buttons and pointer speed?

Is a loose grip used on the mouse or input device?

Is the input device used greater than 4 hours day for each hand?

Monitor

Can the monitor screen be viewed without tilting the head up or down?

Does the user blink often and look away from the monitor frequently?

Is the monitor at a distance that is comfortable to read without jutting the head or body forward (usually about arms length from eyes)?

Is the monitor at a distance that is comfortable to read without leaning back or pulling head back?

Is the monitor positioned directly in front of you so your neck and back is not twisted at 30°?

Does the monitor display: • Have good contrast, with crisp, clear text? • Have a high enough brightness level? • Have bright backgrounds that are free from flicker? • Have protection from electrical equipment that have electrostatic greater +/- less than 500 volts potential.

Is the Monitor free from glare?

Equipment/Accessories

Can the telephone be used without having to holding the handset between the ear and shoulder?

Can 10-key calculators and other devices with keypads be used in a neutral posture?

Are documents that are referenced while typing at the computer placed on copy holders to the side of or just below the monitor?

Are carbon or carbonless copy forms which must be filled out by hand avoided?

Are desktop accessories (e.g. -telephone, stapler, manuals) within easy reach and arranged according to frequency of use?

Is there adequate space for proper placement of monitor, keyboard, and input device?

Chairs

Does the backrest provide support in the low back?

Is the seat wide enough so there is at least 1 inch on either side of hips and thighs?

Are feet touching supported by the floor or a footrest?

Is there a chair mat or firm, smooth surface under the chair casters?

Are there 2-3 fingers of space between the waterfall edge of the seat and the back of the knees and no direct pressure to the back of the thighs?
Does the seat allow for varied supported positions throughout the day, (declined, reclined, upright)?
Do armrests support the forearms without resulting in hunched shoulders (armrests too high or too narrow) or leaning to one side (armrests too low or too wide)?
Does the chair swivel and roll easily?
Are the armrests designed so that they don't bump into work surfaces or otherwise interfere with movement or sitting close enough to the keyboard?
Are armrests padded and contoured to avoid hard or square edges?

Work Surfaces

Are hands/wrists free from contact with the desktop edge?
Is there adequate space for knees and legs under work-space?

Environment

Is overhead reaching minimized?
Is the light level behind and to the sides of the monitor similar to the light level emitted from the screen?
Are cubicles located so that they are evenly lit by over-head or wall lights?
Are filing and copier areas well-lit?
Is reflected glare from the environment minimized?
Are noise levels low enough that workers can work undisturbed by others conversations or equipment (computers, radios, copiers, etc.)?
Do the temperature, humidity, and air flow create a comfortable environment in which to work?
Is there sufficient ventilation to cycle fresh air into work areas?

Work Organization

Is the employee able to control his/her work pace?
Is the work arranged in a logical way to match the sequence in which work tasks are performed throughout the day, and does that sequence encourage alternating muscle use and body positions?
Are storage areas organized so that the most frequently used items and heaviest items are located on the middle shelves (between knuckle and waist), the lightest items and least used items on the top shelves (at or above chest level), and the medium heavy items and moderately used items on the lower shelves (below knuckle level)?