

Ergonomic Assessment for Individual Workstations

A workstation that is properly adjusted to meet individual ergonomic needs will enhance the health, safety and comfort of a worker. Use the following questionnaire to assess whether your workstation components fit you properly.

Seating:

- 1) When you sit in your chair your feet flat on the floor?
- 2) Are your shoulders relaxed with your chair armrests at the proper height?
- 3) Does your chair have lumbar support that is easy to adjust?
- 4) Can you adjust the seat and backrest if needed?
- 5) Does your chair tilt or swivel to allow you to adjust your seating posture?

Keyboard or Mouse:

- 1) Is your keyboard positioned directly in front of you?
- 2) Is the mouse close by and easy to reach?
- 3) Can you use the mouse and keyboard without bending or reaching?
- 4) Can you keep your wrists and hands straight when you work?

Monitor:

- 1) Is your monitor positioned directly in front of you so that you can see it without turning your head?
- 2) Is the top of monitor at or below your eye level and can you adjust the angle?
- 3) Is the monitor approximately arm's length away (about 20")?



Work Space:

- 1) Are the items you use in front of you and close by?
- 2) Can you turn and reach what you need in your workstation easily?
- 3) Can your thighs fit comfortably underneath your work surface?
- 4) Can you move your feet and legs freely?

Accessories:

- 1) Is your document holder close by?
- 2) If you use wrist supports, are they padded?
- 3) Do your wrist supports keep your hands and forearms straight?
- 4) Can you use your telephone without bending your head or raising your shoulder?

Working Conditions:

- 1) Do you use a keyboard or mouse for less than 4 hours a day?
- 2) Are your back, neck, or wrists bent for less than 2 hours in one day?
- 3) Do you take micro breaks when performing prolonged tasks?
- 4) Have you been trained in ergonomic principles?

Hopefully you answered yes to all of these questions. If you didn't and you have questions on how to set up an ergonomic workspace, please contact the professionals at Thomas Interior Systems.

Thomas is dedicated to helping clients improve their office environments. They utilize a physical therapist that specializes in office ergonomics and has trained hundreds of individuals to reduce their exposure to risk factors at work.