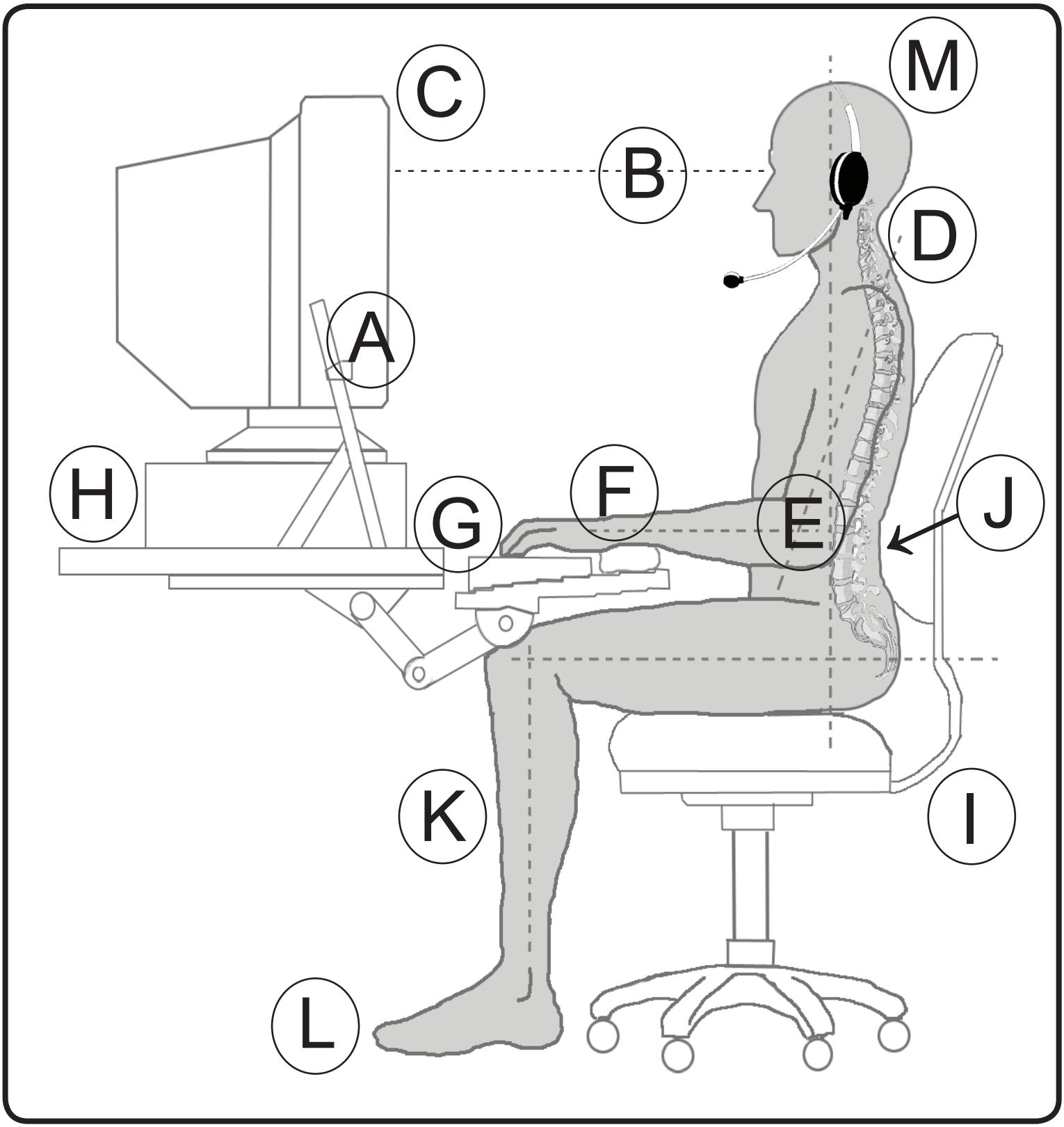
Office Ergonomics

Fitting the Workstation to the Employee



Primex³
NH Public Risk Management Exchange

Good Management is Good Risk Management
www.nhprimex.org
(800) 698-2364

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Member: Employee: Location: Date:

		Yes	No	N/A		Recommendations	Date Completed
A	Document Holder	☐	☐	○	In line with screen		
		☐	☐	○	At same distance as screen		
		☐	☐	○	Appropriate size/type holder		
B	Screen Glare	☐	☐	○	Contrast/brightness adjusted		
		☐	☐	○	Window light controlled		
		☐	☐	○	Task lighting repositioned/provided		
		☐	☐	○	Anti-glare screen installed		
		☐	☐	○	Overhead lighting reduced (appropriate task lighting provided)		
C	Screen Height	☐	☐	○	Directly in front of operator		
		☐	☐	○	18-30” from operator		
		☐	☐	○	Top of screen at or just below eye level (lower for bifocal/trifocal wearers)		
D	Neutral Neck Position	☐	☐	○	Proper alignment (not tilted, turned)		
E	Arm Position	☐	☐	○	Vertical upper arm		
		☐	☐	○	90 degree angle at elbow		
		☐	☐	○	Forearm parallel to floor		
F	Neutral Wrist Position	☐	☐	○	Proper alignment (not flexed/angled)		
		☐	☐	○	Supported with wrist rest during keying pauses only		
G	Keyboard/Mouse	☐	☐	○	Mouse at same height as and directly beside keyboard		
		☐	☐	○	Positioned for neutral wrist position		
		☐	☐	○	Positioned for use of wrist rest		
		☐	☐	○	Positioned in front of the operator		
		☐	☐	○	Positioned with negative incline		
H	Desk	☐	☐	○	3-6” knee clearance		
		☐	☐	○	Frequently used items in front of operator		
		☐	☐	○	Organized work area		
		☐	☐	○	If writing when using keyboard, writing surface is on dominant side and within easy reach		
I	Chair	☐	☐	○	Easily adjustable		
		☐	☐	○	Rounded seat edge		
		☐	☐	○	Adequately padded seat		
		☐	☐	○	Moves easily on floor surface		
		☐	☐	○	Employee knows how to adjust chair		
J	Lumbar Support	☐	☐	○	Firm/stable chair back		
		☐	☐	○	Chair back continually contacts operator		
		☐	☐	○	Chair adjusted for comfort/support		
K	Leg Position	☐	☐	○	Upper legs parallel to floor		
		☐	☐	○	Clearance between chair & back of legs		
L	Foot Rest	☐	☐	○	Provided if feet do not rest firmly on floor while maintaining parallel upper leg		
		☐	☐	○	Angles for comfort		
M	Phone	☐	☐	○	Hands-free operation (head set or phone rest)		
		☐	☐	○	Within reach of operator		

See Reverse Side for Diagram