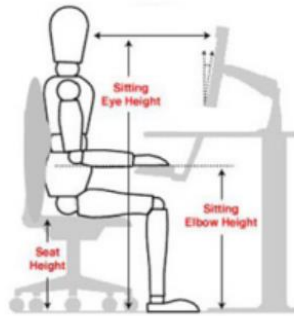


Ergonomic Self Assessment Form

Please use the following to properly set-up your workstation before you begin to work.



Chair

- My feet are supported by the floor or footrest.
- My chair height is adjusted such that my hips are slightly higher than my knees.
- I am able to sit back in the chair, making full contact with the backrest.
- My seat pan is supporting my upper legs without pressing against the calves. Maintain space (2 finger width) between back of knees and front of the seat.
- My backrest angle is adjusted to support upright posture; reclined less than 10 degrees.
- My backrest height is adjusted to provide lumbar support for lower back.
- The chair height is adjusted so that keyboard and mouse are slightly below sitting elbow height; my elbows are close to body when working.
- If using armrests, they are adjusted to below elbow height to minimize interference with the desk or keyboard tray. Note: Armrests can be removed by Facilities if not necessary.

Keyboard and Mouse

- My input devices are positioned slightly below sitting elbow height- use keyboard tray to properly adjust if desk is too high.
- My input devices are close to my body to keep elbows close to sides.
- The mouse is at same level and next to keyboard.
- The keyboard flat or tilted slightly away from you (not tilted up) to keep my wrists neutral.

Monitor

- The top of the application screen (e.g. the body of email) is in line with eyebrows.
- The monitor distance adjusted so that I can comfortably read the screen while sitting against the backrest: (one arm length away) I am not craning my neck forward.
- The center of screen is in line with center of body.

Accessories

- Document holder (if used) is between the monitor and the keyboard, or right next to and at the same level as the screen.
- Frequently used items (e.g., binders, calculator, stapler, hole punch) are within arm's reach and not overhead.
- Telephone headset is available for simultaneous computer and phone work if needed.

An ergonomic evaluation is recommended if you are unable to adjust your workstation according to the guidelines described above and/or if you experience pain or physical discomfort.