

Ergonomic Self-Assessment

- Describe your current workstation set up. Is this a dedicated workspace?
- What works well? What are some of the challenges?
- Are you having any discomfort? If yes, please describe.
- Please list any current equipment you are currently using?
- How high is the desk / table you are currently using?
- Do you have a keyboard and mouse to use? Chair? Monitor?
- Have someone take pictures with you sitting in the chair and working on the computer or be prepared to do a video evaluation to assess the workspace.

If possible take photos from each of these views: 1. Side view (from head to feet) 2. Back view (with under desk to top of monitor) 3. Full view of the workstation 4. Waist up capturing keyboard and mouse

Ergonomic Tips

- If you don't have a supportive, ergonomic chair, add a small pillow on the seat of the chair or in the low back area for extra support or to raise the seat height if not adjustable.
- Use a laptop stand if you have one or books to raise the monitor to eye height.
- If available use an external keyboard and mouse to position at the correct height and distance.
- Use an external mouse if working directly on the laptop.
- If possible make sure the keyboard and mouse are at elbow height.
- Position the monitor at eye height for easier viewing.
- To avoid eyestrain, rest your eye muscles by closing your eyes or looking far way at least every hour.
- Change positions and postures throughout the day.
- Take breaks to stand, walk and stretch during the day.



Incorrect



Correct