



State Of Oregon DAS Risk Management

Office Ergonomics Self-Assessment Form

Step 1: Adjust the Chair

Sit in the chair with your feet resting firmly on the floor. Your upper legs should have a slight downward slope toward the knee.

One chair adjustment method is to adjust the height of the seatpan just below your knee cap. (See Figure 3) Use the middle lever to adjust the seatpan height. Lifting the lever while seated will cause the chair height to lower. To raise the chair height, it works best to get off from the chair while lifting the lever.



Figure 1 While seated, knees are at right angles with feet flat on floor



Figure 2 Location of chair height lever on most chairs



Figure 3 Chair height adjusted to match height of user's knee cap

Assessment Findings	Check box
Seat height is correct	<input type="checkbox"/>
Seat is too low	<input type="checkbox"/>
Seat is too high	<input type="checkbox"/>
Cannot get seat at right height	<input type="checkbox"/>
Choose not to adjust	<input type="checkbox"/>



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2. Sit so that your back is against the back of chair. Make sure that your feet are firmly resting on the floor. The clearance between the front edge of the seat and the back of the knee should be with 2-4 fingers wide for comfort. Check if the chair has a seatpan slider option. (See photos) Lift the slider lever as you move the seatpan forward or backward. Release the lever when the seatpan is at the desired position.

Assessment Findings	Check box
Seat depth is correct	<input type="checkbox"/>
Seat is too long, not adjustable	<input type="checkbox"/>
Seat is too short, not adjustable	<input type="checkbox"/>
Adjusted seat depth, using the slider	<input type="checkbox"/>

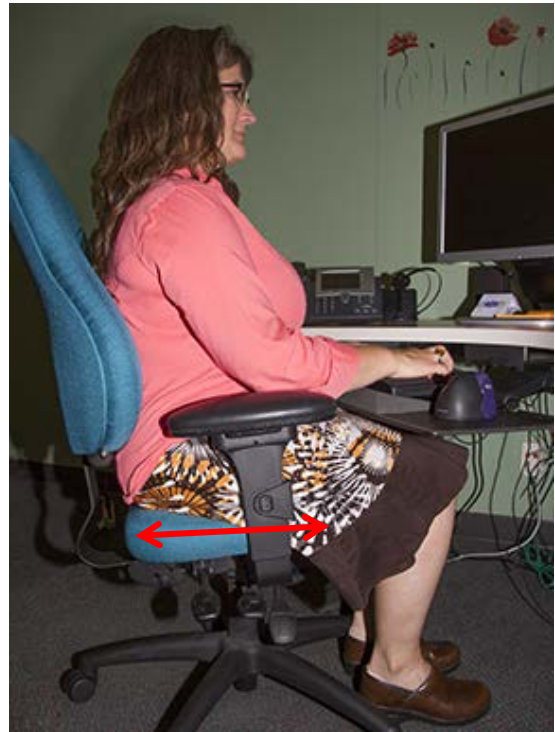


Figure 4 Proper seat depth with back supported by backrest



Figure 5 Seat pan slider found on some chairs



Figure 7 Seat pan lever found on some chairs



Figure 6 2-4 fingers width of space between edge of seat pan and back of knee



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3. Adjust the height of the backrest so that it makes contact with the lower back. Check whether the backrest height has a knob or ratchet adjustment. (See Figure 8 & 9)

For knob adjustment, turn knob counter-clockwise to loosen, lift or lower backrest to desired position and retighten for lumbar support. (See Figure 10)

For adjustment with ratchet back height, simply lift the backrest to desired position and the backrest locks automatically. To release and reset back position, lift backrest until it reaches a complete stop and returns to bottom stop. (See Figure 11)



Figure 8 Lower back support with properly adjusted backrest

Assessment Findings	Check box
Lumbar support is correct	<input type="checkbox"/>
Backrest too low	<input type="checkbox"/>
Backrest too high	<input type="checkbox"/>
Lumbar support is not present with backrest	<input type="checkbox"/>



Figure 9 Backrest support is too low



Figure 10 Knob for backrest height adjustment

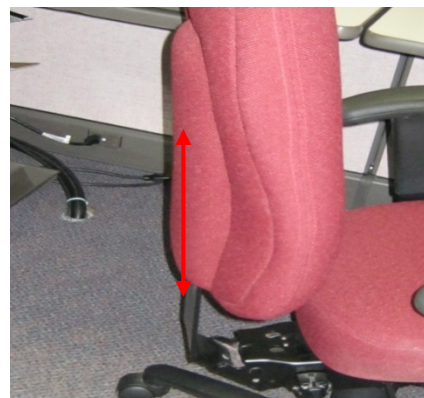


Figure 11 Ratchet adjustments for backrest height adjustment in some chairs



State Of Oregon DAS Risk Management

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4. Adjust the angle of the chair backrest so you are held with your torso vertical or with a slight backward tilt. (See Figure 12)

To adjust the backrest, pull the correct lever up. When the desired backrest angle is found, push lever down to lock. If the lever is left in the up position, the backrest is able to rock. (See Figure 13)



Figure 12 Sitting with backrest at slight angle backward

Assessment Findings	Check box
Backrest is comfortable	<input type="checkbox"/>
Backrest angle is uncomfortable	<input type="checkbox"/>



Figure 13 Lever for backrest angle adjustment

5. Adjust the seatpan tilt for comfort, being careful not to place too much stress on the upper leg. You should ensure that both feet are on the floor.

To adjust seatpan angle, pull the appropriated lever up while seated. Seatpan is able to rock in the unlocked position. Once the desired angle is achieved, push the lever down to lock in position. (See Figure 14)

Assessment Findings	Check box
Seatpan tilt is comfortable	<input type="checkbox"/>
Seatpan tilt is uncomfortable	<input type="checkbox"/>



Figure 14 Lever for seatpan angle adjustment



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6. Adjust armrests by sitting with your shoulders relaxed and upper arms at your side. Bend elbows to 90 degrees. Forearms should be slightly sloped downward. Relax shoulders. The armrests should support your forearms on both sides of the body. Check that arms are close to the body. If you have to stretch your elbows outward to reach the armrests, the seatpan may be too wide. Some chairs have armrests that can move in and out. You can remove armrests on most chairs. (See Figure 15)



Figure 15 Arms at right angles supported by armrests. You should not have to raise your shoulders to place your forearms on the armrest

Assessment Findings	Check box
Armrests are comfortable	<input type="checkbox"/>
Armrests are too low	<input type="checkbox"/>
Armrests are too high	<input type="checkbox"/>
Armrests are too far	<input type="checkbox"/>
Armrests are too close	<input type="checkbox"/>
Armrests aren't adjustable	<input type="checkbox"/>

Step 2: Check Work Surface Height

1. A work surface that is at the proper height can reduce fatigue and strain on neck and shoulder muscles. If your workstation is adjustable, sit in your chair, relax your shoulders, and bend at the elbow at a 90 degree angle. If your forearms are even with the top of your work surface, it is adjusted properly for you. If not and the work surface is too high or low, let your manager know. If you are using an Ergo Tron or a sit/stand station, adjust the station to ensure your forearms are even or slightly lower with the work surface while working from sitting and standing positions.



Figure 16 Neutral or slightly lower arm and hand positioning while keyboarding at workstation



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Examples of Sit/Stand Workstations

Assessment Findings	Check box
Work surface is at correct height	<input type="checkbox"/>
Work surface is too low	<input type="checkbox"/>
Work surface is too high	<input type="checkbox"/>



Figure 17 Elbow at work surface level or slightly lower



Figure 18 Neutral arm and hand positioning while keyboarding on Ergo Tron

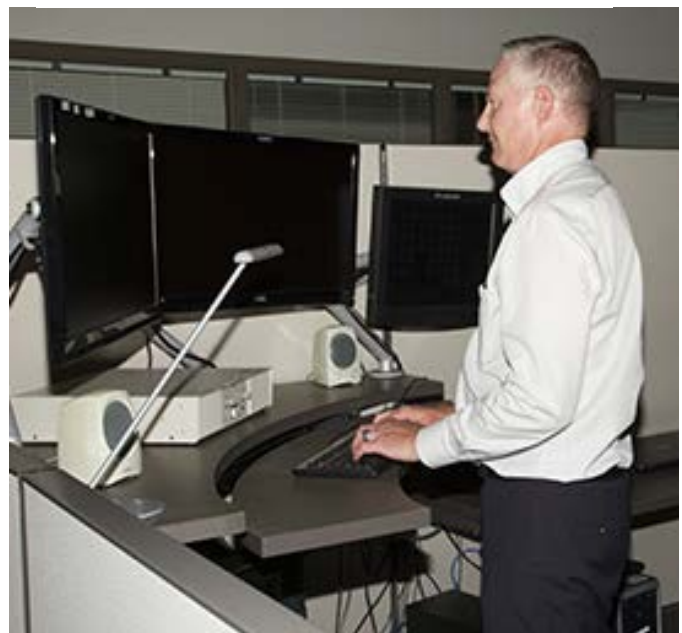


Figure 19 Neutral or slightly lower arm and hand positioning while keyboarding at Sit/Stand workstation



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Office Ergonomics Self-Assessment Form

Step 3: Adjust your Keyboard and Mouse

1. Place your chair directly in front of your keyboard. Your keyboard should be placed directly in front of your monitor or in the center if you have two monitors.

Assessment Findings	Check box
Positioned properly	<input type="checkbox"/>
Not positioned properly	<input type="checkbox"/>



Figure 20 Neutral or slightly lower arm and hand positioning while keyboarding at workstation

2. While at the keyboard, relax your shoulders, and bend your elbows at 90 degree angles. Hold your forearms horizontally with slight downward slope to the wrists. Your wrist should be kept straight and your palms down. The keyboard should be flat. If you have an adjustable keyboard tray, adjust the tray so the keyboard keys are under your fingers. If your keyboard is on the desktop, adjust the desktop or adjust the height of the chair so that the keyboard keys are under your fingers.

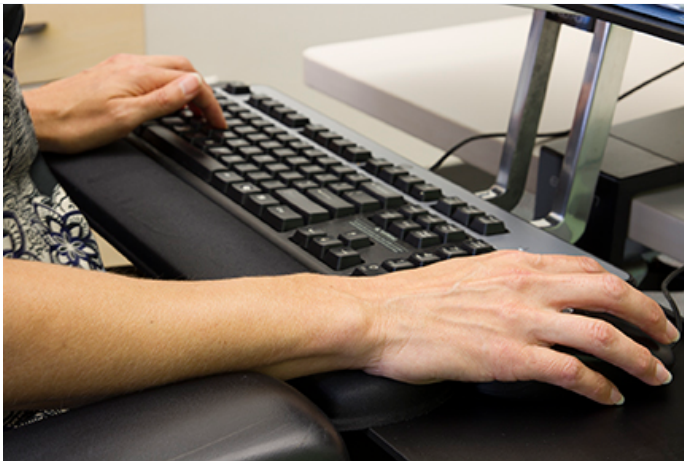


Figure 21 Neutral lower arm and hand positioning while keyboarding at workstation

Assessment Findings	Check box
Keyboard tray height correct	<input type="checkbox"/>
Cannot adjust keyboard	<input type="checkbox"/>



Figure 22 Mouse too high

Assessment Findings	Check box
Mouse position is correct	<input type="checkbox"/>
No place for mouse on keyboard tray	<input type="checkbox"/>

3. Place your mouse at the same height as your keyboard, immediately to the right or left (depending on your preference). You should be able to reach and move the mouse with the same arm position as the keyboard.



State Of Oregon DAS Risk Management

Office Ergonomics Self-Assessment Form

Step 4: Adjust the Monitor

1. If you have one monitor line it up so that it is directly in front of your chair and keyboard. If you have two monitors line the chair and keyboard directly in front of the center of both monitors.

Assessment Findings	Check box
Monitor positioned correctly	<input type="checkbox"/>
Cannot position monitor correctly	<input type="checkbox"/>

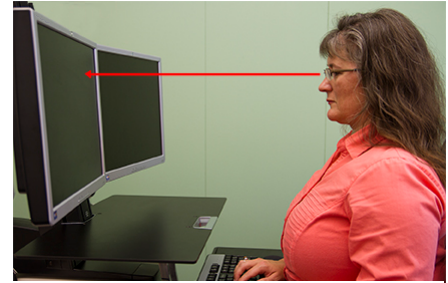


Figure 23 Monitor height without glasses or with single lens

2. If you do not wear glasses or glasses that are single focal lens. The monitor should be positioned so that you are able to view the top third of the screen with your neck in a neutral position. (See Figure 23)

3. If you wear bi-focals or tri-focals. The monitor should be positioned so you are able to view the center of the monitor with your neck in a neutral position. (See Figure 24)



Figure 24 Monitor height while wearing bi-focals or tri-focals

Assessment Findings	Check box
Height of monitor is correct	<input type="checkbox"/>
Height of monitor is too high	<input type="checkbox"/>
Height of monitor is too low	<input type="checkbox"/>



Figure 25 Monitor too high

4. While seated, bring the monitor forward until it is the length of your arms (shoulders to middle fingertip) from you. Adjust as needed until you do not need to lean forward or backward to comfortably read the screen (16" to 29" is the recommended distance from the eyes). (See Figure 26)



Figure 26 Measuring monitor distance

Assessment Findings	Check box
Monitor positioned correctly	<input type="checkbox"/>
Cannot bring close enough	<input type="checkbox"/>
Cannot get far enough	<input type="checkbox"/>



State Of Oregon DAS Risk Management Office Ergonomics Self-Assessment Form

Step 5: Other Adjustments

1. If you enter large amounts of data from paper documents, a document holder is recommended. The best locations for document holders are close to one side or just below your monitor.

A freestanding document holder can be positioned on either side of the screen.

An in-line document holder can be placed between the keyboard tray and screen and is aligned so all you have to do is look down and see the documents and raise your eyes to see the screens.



Figure 27 Example of free-standing document holder

Assessment Findings	Check box
Document holder in place	<input type="checkbox"/>
Document holder needed	<input type="checkbox"/>
No document holder needed	<input type="checkbox"/>



Figure 28 Example of in-line document holder

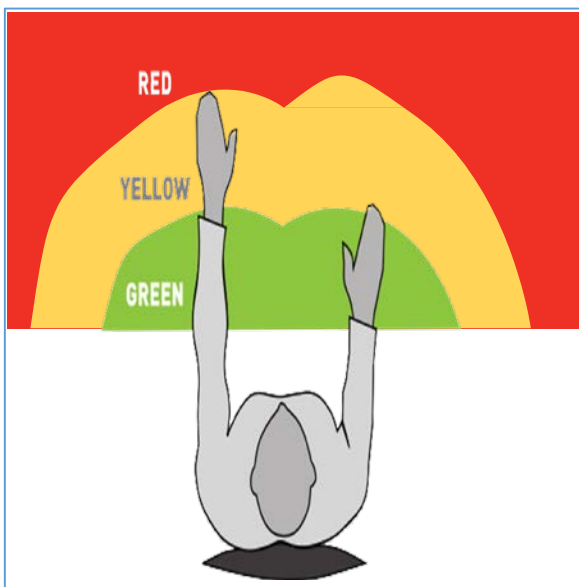


Figure 29 Example of zones

2. Arrange telephone and other office equipment you use regularly to within the green zone where it is easy reach. You should not have to lean over to reach them. Put items you use on occasion in the yellow zone. Only put things you don't need to reach in the red zone.



State Of Oregon DAS Risk Management

Office Ergonomics Self-Assessment Form

3. If you use the telephone frequently or take part in long conversations on the phone, a wireless phone headset is recommended. The shoulder rests on telephones can cause strain and fatigue in the neck and shoulders. Having a hands-free headset allows you maintain a correct posture and keeps your hands free.



Figure 30 Correct use of phone headset



Figure 31 Incorrect use of phone

Assessment Findings	Check box
Already has a phone headset	<input type="checkbox"/>
Phone head set needed	<input type="checkbox"/>
Does not use phone with job	<input type="checkbox"/>

4. Keep space under desk clear of boxes, trash cans and other item that could interfere with the freedom of movement for your legs. Use zip ties to bundle up loose cords on the floor.

Dangling cords from the mouse and keyboard can create a potential entanglement hazard. 3M cord organizers are a useful item for correcting dangling cords.



Figure 32 Example of under desk work space clear for free movement of legs

Assessment Findings	Check box
Space is correct	<input type="checkbox"/>
Items in the way of legs	<input type="checkbox"/>
Loose cords on floor-possible entanglement hazard	<input type="checkbox"/>
Dangling cords from keyboard & mouse-possible entanglement hazard	<input type="checkbox"/>



Figure 33 Zip ties for bundling loose cords



Figure 34 3M cord organizers used for anchoring dangling cord from mouse and keyboard



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5. Footrests can help compensate for work surfaces that are too high and cannot be adjusted. If you have a footrest with a foot warmer, please follow DAS policy #107-011-010 Foot Warmer Safety Guidelines at the web link below. <http://www.oregon.gov/DAS/OP/docs/policy/state/107-011-010.pdf>)

Assessment Findings	Check box
Footrest needed	<input type="checkbox"/>
Footrest with foot warmer complies with safety guidelines	<input type="checkbox"/>
Footrest with foot warmer does not comply with safety guidelines	<input type="checkbox"/>



Figure 35 Footrests used correctly



Figure 36 Variety of footrests



Figure 37 Footrests used to alleviate back pressure

Assessment Findings	Check box
Feels comfortable	<input type="checkbox"/>
Gel wrist pad for keyboard	<input type="checkbox"/>
Gel wrist pad for mouse	<input type="checkbox"/>
My set-up still needs adjustment	<input type="checkbox"/>

6. Sit at your computer and type awhile. Does any part of your body rest against a hard edge or getting uncomfortable? Look for edges of desks, chairs or keyboard trays.

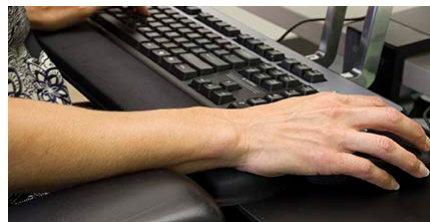


Figure 38 Gel wrist pads soften edges