



Workplace Health, Safety and EFAP Office Workstation Ergonomic Self-Assessment

Working in an office environment can put you at risk of developing a musculoskeletal injury (MSI) as a result of awkward and/or sustained postures, repetition or direct pressure to a body part. Your office environment and the equipment you use can increase this risk. Eastern Health is committed to preventing MSIs associated with office work. This checklist has been designed to assist both you and your manager to identify ergonomic risks and to make the necessary corrections to your workstation.

Proceed through this checklist by completing each step in the order that they appear. Make the necessary workstation adjustments as directed within the checklist to improve your working posture and comfort. Review the completed checklist with your manager if the results indicate that additional ergonomic equipment is required. This equipment can be provided by your manager through purchase or reassignment of currently unused equipment within the department/program; an assessment by Occupational Health is **NOT** required prior to purchase.

If a referral to Occupational Health has been identified through the course of this checklist, or if you consider that your ergonomic concerns were not addressed after making all the necessary workstation adjustments and/or purchasing the new ergonomic workstation equipment, complete an Ergonomic Injury Prevention referral form found on the Intranet. (Note: Your completed Workstation Checklist **MUST** accompany this referral form; without a completed checklist your referral will not be processed).

Computer Workstation Checklist:

CHAIR: INTRODUCTION

Through the course of this checklist, you will be guided to adjust your chair. If you have questions regarding how adjust your own individual chair you can find this information by:

1. Checking the hang tag that comes attached to most chairs.
2. Most chairs have adjustment instructions online. For the chairs most commonly found within Eastern Health you can find this information at the links listed below:
 - geoCentric or airCentric:
<http://www.ergocentric.com/doc.asp?id=161>
 - Tritex
http://www.globaltotaloffice.com/gi_2012/control.php?record_id=490
 - Haworth Improv H.E.:
http://www.haworth.com/docs/default-source/documents-and-files-improv-he/improv_he_adjustment_instructions-pdf-7552.pdf?sfvrsn=0
 - Steelcase Crew:
http://www.steelcase.com/en/products/category/seating/task/crew/documents/crewuserguide_08.pdf
 - Steelcase Drive:
<http://web.steelcase.com/user-guides/drive.swf>

Name: _____

Employee #: _____

CHAIR: BACKREST ANGLE / TILT TENSION

Step 1:

Does your backrest support you in an upright sitting position?

YES ☐

No further action required.
(Skip Step 2 of this section).



NO ☐

Adjust and lock the backrest angle so your hips are at approximately a 90° angle and proceed to Step 2.



Step 2:

Have you locked your back rest in the most upright position possible, but you still feel that you are not sitting upright (i.e. your hips are not at 90°)?

YES ☐

You need a new chair. Please refer to the Standard Office Workstation Ergonomic Equipment document for purchasing information on Eastern Health's office chairs on tender. These chairs can be trialed for a 2 week period prior to purchase.

NO ☐

No further action required.



If you ticked 'Yes' in Sep 2, do not complete the remainder of the Chair Assessment. Please proceed to Footrest Section of this assessment.

CHAIR: SEAT DEPTH

Step 1:

Sit back in your seat as far as possible, with your back against the backrest.

Can you fit 2-3 fingers (but no more) between the edge of the seat and your calves?



Name: _____

Employee #: _____

CHAIR: SEAT DEPTH (Continued)

YES ☐

No further action required
(Skip Step 2 of this section).

NO ☐

Adjust the depth of your seat so that there is 1½-2 inches of space (2-3 fingers) between the edge of the seat and your calves. With many chairs, the depth adjustment handle is found under the front of the seat. Pull up on this handle and slide the seat forward or back to the appropriate position. If you are still unable to adjust your seat depth to the optimal position (Proceed to Step 2).

Step 2:

Can the depth of your seat be adjusted? (i.e. does your chair have the seat depth adjustment feature?)

YES ☐

If your chair has the seat depth adjustment feature, but you are still unable to adjust the seat to 2-3 fingers from your calves, you require a formal Office Workstation Ergonomic Assessment by an Occupational Therapist. Please complete the remainder of this Office Workstation Ergonomic Assessment and fax or e-mail it, along with an Ergonomic Injury Prevention Referral form, to 777-5527 or ergonomics@easternhealth.ca

NO ☐

You need a new office chair. Please refer to the Standard Office Equipment document for the purchasing information for Eastern Health's office chairs on tender. These chairs can be trialed for a 2 week period prior to purchase.



If you ticked 'Yes' in Step 2, do not complete the remainder of the Chair Assessment. Please proceed to Footrest Section of this assessment.

CHAIR: LUMBAR SUPPORT

Step 1:

When you sit back in your chair with your back against the backrest, do you feel that the small of your back is supported by the curve of the backrest?



YES ☐

No further action required.
(Skip Step 2 of this section).

NO ☐

Adjust the height of your backrest so that it fits into the small of your back. Depending on the model of your chair, the height may be adjusted by loosening/tightening a knob located below the backrest or releasing a lever. (Proceed to Step 2)

Name: _____

Employee #: _____

CHAIR: LUMBAR SUPPORT (Continued)

Step 2:

Have you adjusted the height of your backrest and the small of your back still feels unsupported?

YES ☐

You require a formal Office Workstation Ergonomic Assessment by an Occupational Therapist. Please complete the remainder of this Office Workstation Ergonomic Assessment and fax or email it, along with an Ergonomic Injury Prevention Referral form, to 777-5527 or ergonomics@easternhealth.ca

NO ☐

No further action is required.

CHAIR: SEAT HEIGHT

Step 1:

Is your keyboard and mouse on a surface that is not height adjustable (e.g. on the surface of your desk or on a keyboard tray at a fixed height)?



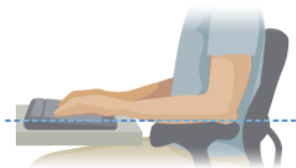
YES ☐

Relax your shoulders, bend your elbows to 90°, and keep your upper arms by your sides. Now adjust the height of your chair so that your elbows are approximately 1cm above your work surface (your keyboard should be right below your finger tips). (Proceed to Step 2)



NO ☐

Adjust the height of your chair so that your feet are firmly on the floor. Relax your shoulders, bend your elbows to 90°, and keep your upper arms by your sides. Position your height adjustable work surface (e.g. height adjustable keyboard tray) slightly below the height of your elbows (your keyboard should be right below your finger tips). (Skip Step 2 of this section)



Name: _____

Employee #: _____

CHAIR: SEAT HEIGHT (Continued)

Step 2:

With your shoulders relaxed, upper arms by your sides, and elbows bent to 90°; does the level of your elbow still fall below the height of your desk or fixed keyboard tray when your chair is raised to its maximum height?

YES ☐

You need a height adjustable, articulating keyboard tray. Refer to the Standard Office Workstation Ergonomic Equipment document for the purchasing information for Eastern Health's tendered keyboard tray. If the tendered product is not suitable for your workstation, you require a formal Office Workstation Ergonomic Assessment by an Occupational Therapist. Please complete the remainder of this Office Workstation Ergonomic Assessment and fax or email it, along with an Ergonomic Injury Prevention Referral form to 777-5527 or ergonomics@easternhealth.ca

NO ☐

No further action required.

FOOTREST

Step 1:

Now that your seat has been adjusted to the appropriate height relative to surface, are your feet firmly on the floor with your knees and hips at approximately the same level?



your work

YES ☐

No further action is required.

NO ☐

You need a footrest. Please refer to the Standard Office Workstation Ergonomic Equipment document for purchasing information on Eastern Health's recommended footrest.

CHAIR MAT

Step 1:

Do you move your chair around your workstation frequently?

YES ☐

(Proceed to Step 2)

NO ☐

No further action is required.
(Skip Step 2 of this section)

CHAIR MAT (Continued)**Step 2:**

Do you find it difficult to roll your chair throughout your workstation because of the carpet or tile flooring?

YES ☐

Refer to the Dicks and Company Basics catalogue and order a chair mat that is an appropriate shape for your workstation and designed for your type of flooring (i.e. for either carpet or tile). Note: Purchase requests should be forwarded to your manager.

NO ☐

No further action is required.

CHAIR: ARMRESTS

***Please note that armrest are not required on all office chairs. If you do not experience pain when your shoulders are relaxed and your arms are hanging by your sides, armrests are not a necessity. However, most chairs do come with armrests, so if you intend on keeping them on your chair, please adjust them properly.**

Step 1:

Does the height of your armrests support your arms so that your shoulders are relaxed and not elevated?



YES ☐

No further action required.
(Proceed to Step 2)

NO ☐

Relax your shoulders, bend your elbows to 90°, and keep your upper arms by your sides. Adjust the height of your armrests just below your forearm.
(Proceed to Step 2)



Name: _____

Employee #: _____

CHAIR: ARMRESTS (Continued)

Step 2:

Are your armrests positioned close enough to your body that they support your arms with your upper arms close to your sides?



YES ☐

No further action required.
(Proceed to Step 3)

NO ☐

Adjust the width, pivot, or swivel of your armrests so that they are positioned closer to your body and support your arms with your upper arms by your sides. (Proceed to Step 3)

Step 3:

Are your arms now supported by your armrests? That is, are your armrests fully adjustable so that they can be positioned to support your arms with your shoulders relaxed (not elevated) and with your upper arms by your sides?

YES ☐

No further action required.
(Proceed to Step 4)

NO ☐

If you do not require armrests, consider removing them from your chair, or adjusting them out of the way of use. If you require armrests for pain/symptoms relief, or other functional reasons, you will need a new office chair with more adjustable armrests. Please refer to the Standard Office Workstation Ergonomic Equipment document for information regarding Eastern Health's office chairs on tender.
(Proceed to Step 4)

Step 4:

Do your armrests stop you from getting close to your work surface (i.e. they hit off your desk or keyboard tray) and force you to work with your arms reaching forward?

YES ☐

surface. If this is not possible, or if you require your armrests for pain/symptoms relief or for other functional reasons, you require a formal Office Workstation Ergonomic Assessment by an Occupational Therapist. Please complete the remainder of this Office Workstation Ergonomic Assessment and fax or email it, along with an Ergonomic Injury Prevention Referral form, to 777-5527 or ergonomics@easternhealth.ca

NO ☐

No further action required.

Name: _____

Employee #: _____

KEYBOARD

Step 1:

Is your keyboard parallel to the floor?

Para



YES ☐

No further action required.
(Proceed to Step 2)

NO ☐

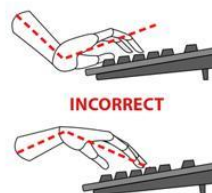
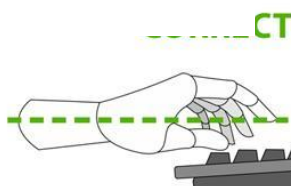
1. Put the keyboard risers/legs down.



2. Ensure that your keyboard tray is parallel to the floor.
3. If your keyboard tray cannot be adjusted so that it is parallel to the floor send a referral to your maintenance department as they may be able to fix the problem.
4. If your tray cannot be adjusted parallel to the floor and it is not due to a maintenance issue, refer to the Workstation Ergonomic Equipment document for purchasing information for Eastern Health's tendered keyboard tray. If the tendered product is not suitable for your workstation you require a formal Workstation Review by an Occupational Therapist. Please complete the remainder of this Office Workstation Ergonomic Assessment and fax or email it, along with an Injury Prevention referral form to 777-5527 or ergonomics@easternhealth.ca
(Proceed to Step 2)

Step 2:

When your fingers are positioned on the "home row" (ASDF JKL;) of your keyboard, with your elbows at approximately a 90° angle and your wrists in a neutral position, are your upper arms by your sides?



Name: _____

Employee #: _____

KEYBOARD (Continued)

YES ☐

No further action required.

NO ☐

Move your keyboard to the edge of your desk or keyboard tray and/or move yourself/your chair closer to your keyboard so that your upper arms are by your sides with your elbows at approximately a 90° angle and neutral position of the wrists for keying. If this is not possible you require a formal Workstation Review by an Occupational Therapist. Please complete the remainder of this Workstation Checklist and fax or email it, along with an Ergonomic Injury Prevention Referral form to 777-5527 ergonomics@easternhealth.ca

MOUSE

Step 1:

Is your mouse at the same height as your keyboard?

(i.e. are both your keyboard and mouse on your keyboard tray or on the surface of your desk?)

YES ☐

No further action required.
(Proceed to Step 2)

NO ☐

Move your mouse to the side of your keyboard, on the same work surface.
(Proceed to Step 2)



Step 2:

Is your upper arm by your side when you are using your mouse?

YES ☐

No further action required.

NO ☐

Move your mouse to the side of your keyboard and move yourself/your chair closer to your keyboard and mouse so that your upper arms are by your sides with your elbows at approximately a 90° angle and wrist in neutral position. If this is not possible, you require a formal Office Workstation Ergonomic Assessment by an Occupational Therapist. Please complete the remainder of this Office Workstation Ergonomic Assessment and fax or email it, along with an Ergonomic Injury Prevention Referral form to 777-5527 ergonomics@easternhealth.ca

Name: _____

Employee #: _____

MOUSE (Continued)

OTHER HELPFUL HINTS:

- The movement of your mouse should come from the movement of your forearm and not from repetitive movements of the wrist.
- You may consider alternating between right and left handed mouse use, particularly if you are experiencing pain or strain in either wrist. You can switch the primary and secondary buttons by going to the Control Panel and selecting 'Mouse'.
- To reduce reliance on your mouse, you can use keyboard shortcuts. A list of these can be found on the Microsoft Website: <http://support.microsoft.com/kb/290938>

WRIST REST

Step 1:

Do you rest your wrists on the hard edge of the desk or on a wrist rest when you are typing or mousing?

YES ☐

While typing/mousing you should ensure that your wrists are free floating (i.e. not anchored on the desk or a wrist rest). Helpful tip: consider moving your keyboard/mouse flush with the edge of your desk or keyboard tray.

NO ☐

No further action is required.

MONITOR

Step 1:

Is your monitor positioned directly in front of your seated position (i.e. you are not looking off to the side when viewing the screen)?



YES ☐

No further action required.
(Proceed to Step 2)

NO ☐

Reposition your computer monitor directly in front of you to ensure that you are looking straight ahead when viewing the screen. (Proceed to Step 2)

Name: _____

Employee #: _____

MONITOR (Continued)

Step 2:

Do you tilt your head either up or down when you look to the top row of text on your computer screen?

YES ☐

Reposition the height of your monitor so that the top row of text is in line with your seated eye height. If you wear bifocals and view the monitor with the lower portion of your lenses, you may need to position the monitor slightly lower, or tilt it back slightly (watch for glare). If your monitor needs to be significantly raised, please refer to the Standard Office Workstation Ergonomic Equipment document for information on ordering Eastern Health's height adjustable monitors.

(Proceed to Step 3)

NO ☐

No further action required.

(Proceed to Step 3)



Step 3:

Is your monitor approximately arms length away from your seated position?

YES ☐

No further action required.

NO ☐

Move your monitor so that it is approximately arms length away. This is considered a “rule of thumb” as you may position your monitor closer or further from your seated position based on your vision, the size of your font, etc.

OTHER HELPFUL HINTS:

- Where possible, your monitor should be positioned perpendicular to windows.
- Window blinds can be put in place to reduce glare.
- If overhead lighting is causing significant glare, task lighting may be an alternative option.
- An anti-glare screen is another available option (refer to the Staples Catalogue and order a glare screen that fits your specific computer monitor). A purchase request should be forwarded to your manager.

Name: _____

Employee #: _____

DOCUMENT HOLDER

***Complete this section only if you refer to paper documents while typing)**

Step 1:

Do you have a document holder positioned between your keyboard and your monitor?



INCORRECT



CORRECT

YES ☐

No further action is required.

NO ☐

You need a document holder. Please refer to the Standard Office Workstation Ergonomic Equipment document for purchasing information on Eastern Health's recommended in-line document holder.

TELEPHONE HEADSET

Step 1:

Does your work require simultaneous use of phone and handwriting/accessing information off the computer? Do you frequently hold the telephone between your ear and your shoulder while you complete handwritten or computer-based tasks?

YES ☐

You need a telephone headset. Please refer to the Standard Office Equipment document for purchasing information on Eastern Health's recommended telephone headsets. Note: if you feel that you require a wireless headset, a formal Office Workstation Ergonomic Assessment by an Occupational Therapist is required. Please complete the remainder of this Office Workstation Ergonomic Assessment and fax or email it, along with an Ergonomic Injury Prevention Referral form, to 777-5527 or ergonomics@easternhealth.ca

NO ☐

No further action is required.

Name: _____

Employee #: _____

OTHER HELPFUL TIPS

- Stretch frequently. For prolonged computer use, it is recommended that you take micro and macro breaks. Micro breaks are 10 second postural breaks after every 10 minutes of sustained computer use. A 2-3 minute macro break (e.g. postural change or stretch) is recommended after 20-30 minutes of sustained computer use.
- Alternate computer/desk tasks with other tasks such as filing, photocopying, etc.
- Swivel your chair to face the next task or co-worker instead of twisting your body.
- Place all frequently used items such as telephones, files, calculators, etc, close to you to avoid over reaching.
- Organize items on your desk to share the load between both the left and right sides of your body. For example, if you use your mouse with the right hand, consider moving your telephone and calculator to the left. You may also consider moving your mouse to the left periodically to give your right side a break (particularly if you are having pain/strain on the right side). Don't forget to change the primary and secondary mouse buttons in the Control Panel.
- If you are alternating between computer and desk-based tasks you should adjust the height of your chair to accommodate the height of each work surface. If you are frequently moving between two different work surface heights, consider moving your keyboard and mouse to the same height as your writing surface, so that you do not have to frequently change the height of your chair.

REFERAL TO YOUR OCCUPATIONAL THERAPIST:

After you have completed these workstation adjustments and you have received all purchased equipment; should you still have concerns with your workstation, please send a referral (found on the Intranet) to Occupational Health, Workplace Safety and EFAP requesting an Office Workstation Ergonomic Assessment. Attach this completed checklist.

Name: _____

Employee #: _____

Appendix A: Approved Standard Office Workstation Ergonomic Equipment

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*Please note that requisitions for all new office equipment must be signed by your manager.
For questions, contact Occupational Health at 777-7777, x.3, x.2*

Name: _____

Employee #: _____

Tendered Office Chair:

Tritek (High Back Multi-Tilter with Standard Seat):

Employee Profile:

- ☐ This is a highly adjustable chair and suitable for individuals who work in areas where they spend greater than 50% of their work shift sitting at a desk, performing paper/pencil or computer-based tasks.
- ☐ Weight capacity is 300lbs.



Notable Features:

- ☐ This chair offers lumbar support that has depth/tension adjustability.
- ☐ Armrests adjust in height and provide a slight width and pivot adjustment.
- ☐ The backrest design provides low, mid and high back support.
- ☐ Seat is well cushioned and supportive.

Ordering Information:

- ☐ Supplier: Island Office Furniture

Chair	Model/Item Number	Cost
Tritek High Back chair	7482-3 G5 Arms	\$485.59

Keyboard Tray

Notable Features:

- ☐ The tray is rectangular in shape with a built in gel wrist rest.
- ☐ Tray length: 27"
- ☐ The standard track is 22" deep.
- ☐ Other track lengths available so ensure you **state on the order form the depth required.**

Ordering Information:

- ☐ Supplier: Superior Office Interiors

Product	Item Number	Cost
Articulating Keyboard Tray with 27" Tray	2G500F27	\$200.00

Footrest

Notable Features:

- ☐ Non-skid platform
- ☐ Height and tilt adjustable
- ☐ 18"W x 22"D x 4"H



Ordering Information:

- ☐ Supplier: Grand & Toy
- ☐ Product: 3M Adjustable Footrest
- ☐ Model: FR330

Name: _____

Employee #: _____

Height Adjustable Monitor

Ordering Information:

- ☐ Complete an Equipment Request Form on Eastern Health's Intranet:
<http://pulse.easternhealth.ca/Pages/ImageLoader.aspx?FormID=1134>.
Email same to newcomputerequipment@easternhealth.ca

Document Holder

Notable Features:

- ☐ 11" H x 18" W x 4" D
- ☐ Height and tilt adjustable
- ☐ Fits between monitor and keyboard
- ☐ Clear plexi-glass construction with weighted non-skid base
- ☐ Holds 300 sheets
- ☐ Ideal for both data entry and reading tasks
- ☐ Compact version available: 10"H x 14" W x 3"D (Item #: Model DH630)



Ordering Information:

- ☐ Supplier: Grand & Toy
- ☐ Product: 3M In line Copy Holder
- ☐ Model: DH640

Telephone Headsets (Wired)

For Shared Office Space (headset with noise cancelling feature):

Product: Plantronics Vista M22 Audio Processor/Amplifier with EncorePro 540 Headset

Manufacturer Model #: M22 (43596-40) with HW540

Supplier: CDW Canada Corp

For Private Offices:

Product: Plantronics Vista M22 Audio Processor/Amplifier with Plantronics Supraplus Wideband

Manufacturer Model #: M22 (43596-40) with HW251N

Supplier: CDW Canada Corp

