Ergonomic Checklist

DESIGN   FURNITURE   MOVING

001

OVERVIEW

The following checklist can be used to help you complete a risk assessment for workstation tasks. It is not intended as substitute for independent advice and should be used only as an internal document.

The 'Questions' and 'Considerations' columns in the checklist cover the basic requirements for a well-designed workplace based on international findings.

Work through the checklist, checking either the 'Yes' or 'No' column against each risk factor:

• 'Yes' answers require no further action.
• 'No' answers will require investigation and/ or remedial action by the workstation assessor. They should record their decisions in the 'Actions' column. Assessors should check later that actions have been taken and have resolved the problem.

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YOUR INFORMATION

Workstation Number/Location: _____

User: _____

Checklist Completed By: _____

Assessment Checked By: _____

Any Further Action Needed: YES / NO

Follow-Up Action Completed On: _____

Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, e.g. by giving users health and safety training, and providing for breaks or changes of activity.

01. Keyboard

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Questions	Yes/No	Considerations	Actions (If Needed)
Is the keyboard separate from the screen?		This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable tablet).	
Does the keyboard tilt?		Tilt need not be built in.	
Is it possible to find a comfortable keying position?		Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?		Training can be used to prevent: • Hands bent up at the wrist • Hitting the keys too hard • Over-stretching the fingers	
Are the characters clear and readable?		Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matte finish to reduce glare.	

02. Mouse

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Questions	Yes/No	Considerations	Actions (If Needed)
Is the device suitable for the tasks it is used for?		If the user is having problems, try a different device. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user?		Most devices are best placed as close as possible to one another. Training may be needed to prevent arm overreaching and promote a relaxed arm/straight wrist.	
Is there support for the device user's wrist and forearm?		Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.	
Does the device work smoothly at a speed that suits the user?		The user should be able to find a comfortable working position with the device. Check that the work surface is suitable. A mouse pad may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?		Users may need training in how to adjust device settings.	

03. Display Screen

DESIGN   FURNITURE   MOVING

Questions	Yes/No	Considerations	Actions (If Needed)
Are the characters clear and readable?		Make sure the screen is clean and cleaning materials are available. Also check that the text and background colors work well together.	
Is the text size comfortable to read?		Software settings may need adjusting to change text size.	
Is the screen's specification suitable for its intended use?		Intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?		Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt?		The screen may need to be replaced if swivel/tilt is absent or unsatisfactory and work is intensive and/or if the user can't get the screen to a comfortable position.	

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Questions	Yes/No	Considerations	Actions (If Needed)
Is the screen free from glare and reflections?		Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.	
Are adjustable window coverings provided and in adequate condition?		Check that the blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	

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04. Software

DESIGN   FURNITURE   MOVING

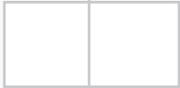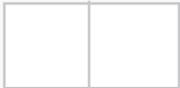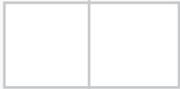| Questions	Yes/No	Considerations	Actions (If Needed)
Is the software suitable for the task?		Software should help the user carry out the task, minimize stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	

Questions	Yes/No	Considerations	Actions (If Needed)
Is the work surface large enough for all the necessary equipment, papers etc?		Create more room by moving printers, etc. elsewhere. If necessary, consider providing new power sockets, so equipment can be moved.	
Can the user comfortably reach all the equipment and papers they need to use?		Rearrange equipment, papers, etc. to bring frequently used things within easy reach. A well-positioned document holder may be useful.	
Are surfaces free from glare and reflection?		Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable/stable? Does the chair have a working: • Seat back height and tilt adjustment? • Seat height adjustment? • Castors or glides?		The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	

Questions	Yes/No	Considerations	Actions (If Needed)
Is the chair adjusted correctly?		The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
Is the small of the back supported by the chair's backrest?		The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?		Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?		If not, a footrest may be needed.	

06. Environment

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Questions	Yes/No	Considerations	Actions (If Needed)
Is there enough room to change position and vary movement?		Space is needed to move, stretch and fidget. Consider reorganizing the office layout and check for obstructions.	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?		Users should be able to control light levels with blinds or light switches. Consider shading or repositioning light sources.	
Does the air feel comfortable?		DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?		More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room, or move the user from the heat source, if possible.	
Are levels of noise comfortable?		Consider moving sources of noise (e.g. printers) away from the user. If not, consider soundproofing.	

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Thank You

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CONTACT US

Contact us for your free consultation, to schedule a showroom tour or for more information about our products.

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OUR INFORMATION

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