



RISK MANAGEMENT SERVICES: COMPREHENSIVE LOSS CONTROL PLAN ERGONOMIC CHECKLIST FORM

Name:

Location:

Date:

Employee's area of concern/pain?		
OSHA Ergonomic Checklist	Yes	No
1. Head and neck to be upright or in-line with the torso (not bent down/back).		
2. Head, neck, and trunk to face forward (not twisted).		
3. Trunk to be perpendicular to floor (may lean back into backrest but not forward).		
4. Shoulders and upper arms to be in-line with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward).		
5. Upper arms and elbows to be close to the body (not extended outward).		
6. Forearms, wrists, and hands to be straight and in-line (Elbow at or about 90 degrees)		
7. Wrists and hands to be straight (not bent up/down or sideways toward the little finger).		
8. Thighs generally parallel to the floor and the lower legs to be perpendicular to floor.		
9. Feet rest flat on the floor or are supported by a stable footrest.		
10. Backrest provides support for your lower back (lumbar area).		
11. Seat width and depth accommodate the specific user (seat pan not too big/small).		
12. Seat front does not press against the back of your knees and lower legs (seat pan not too long).		
13. Seat has cushioning and is rounded with a "waterfall" front (no sharp edge).		
14. Armrests: support both forearms while you perform computer tasks and they do not interfere with movement.		
15. Keyboard platform(s) is stable & large enough to hold a keyboard & input device.		
16. Input device is located right next to your keyboard, so it can be operated without reaching.		
17. Input device is easy to activate, and the shape/size fits your hand (not too big/small).		
18. Wrists and hands do not rest on sharp or hard edges.		
19. Top of the screen is at or below eye level. (can read it without bending head/neck down/back)		
20. User with bifocals/trifocals can read the screen without bending the head or neck backward.		
21. Monitor distance can read the screen without leaning head, neck or trunk forward/backward.		
22. Monitor position is directly in front of you, so you don't have to twist your head or neck.		
23. Glare is not reflected on your screen causing awkward postures to see computer screen.		
24. Thighs have enough clearance space between the top of the thighs and your computer table/keyboard platform (thighs are not trapped).		
25. Legs and feet have enough clearance space under the work surface so that you can get close enough to the keyboard/input device.		
26. Document holder is stable and large enough to hold documents.		
27. Document holder is placed at about the same height and distance as the monitor screen so there is little head movement, or need to re-focus, when you look from the document to the screen.		
28. Wrist/palm rest is padded and free of sharp or square edges that push on your wrists.		
29. Wrist/palm rest, allows you to keep your forearms, wrists, and hands straight and in-line when using the keyboard/input device.		
30. Telephone can be used with your head upright (not bent) and your shoulders relaxed (not elevated) if you do computer tasks at the same time.		
31. Workstation and equipment have enough adjustability, so you are in a safe working posture and can make occasional changes in posture while performing computer tasks.		
32. Computer workstation/components/accessories are in serviceable condition & function properly.		
33. Computer tasks are organized in a way that allows you to vary tasks with other work activities, or to take micro-breaks or recovery pauses while at the computer workstation.		
Recommendations:		



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Review conducted by _____ Date: _____
Reference Diagram

