

## Resource 8: Office Ergonomics Risk Factor Checklist (Department of Labour)

### OFFICE ERGONOMICS RISK FACTOR CHECKLIST

This checklist has been developed to help identify ergonomic hazards in the average office workstation.

How to use this checklist:

**Step 1)** Observe the individual when performing regular work activities and ask them questions relating to your observations

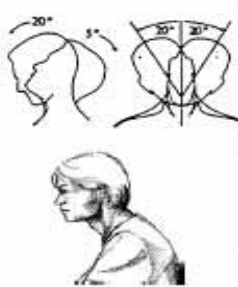
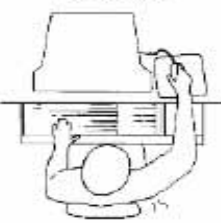
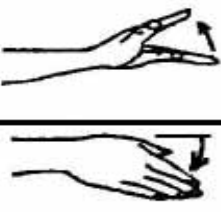
**Step 2)** Identify if the individual is exposed to the risk factor, check yes or no








**Step 3)** Every YES represents exposure to an ergonomic hazard. The corrective options listed represent possible solutions, but are not an exhaustive list. If the corrective options listed do not significantly reduce or eliminate the exposure, consult the worker to determine an appropriate action




Most ergonomic hazards can be corrected through rearranging the workstation. Some ergonomic hazards, or individual needs may warrant equipment purchase.

### OFFICE ERGONOMICS RISK FACTOR CHECKLIST

Page 1 of 3

RISK FACTOR CATEGORY	RISK FACTORS	EXPOSURE Is the risk factor present?	CORRECTIVE OPTIONS Potential steps to reduce or eliminate the ergonomic hazard
<b>Head / Neck</b> 	1. Head Tilted up/down while working at desk	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Raise/lower monitor so that eyes are in line with top line of text</li> <li>• Adjust document holder to level of monitor</li> </ul>
	2. Head turned to the side when working	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Position monitor directly in front of user</li> <li>• Place documents on holder located at same level as computer</li> </ul>
	3. Neck tilted to the side, i.e. holding phone between ear & shoulder	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Maintain one hand on phone</li> <li>• Use a hands-free system (i.e. headphone)</li> </ul>
	5. Head is not directly over spine	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Arrange workstation to allow for proper posture, i.e. sit back in chair, pull keyboard to user, slight up-tilt on monitor etc.</li> </ul>
<b>Shoulder</b> 	6. Reaching to side or front when using mouse (elbow away from side of body)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Place mouse/input device beside keyboard at the same height</li> <li>• Use a mouse bridge (hard surface placed over number pad)</li> </ul>
	7. Arm unsupported while using keyboard	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Adjust arm rests to support, but not raise, the elbow</li> <li>• Ensure arm rests are located directly under the elbow of the user</li> <li>• Ensure that chair is proper width for user</li> </ul>
<b>Wrist</b> 	8. Wrist is not flat (neutral) while typing	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Retract keyboard feet</li> <li>• Where appropriate, use a wrist rest to maintain flat wrist</li> </ul>
	9. Wrist is deviated when using mouse or keyboard	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Ensure adequate space for input device</li> <li>• Use an appropriately sized keyboard (i.e. external keyboard if laptop is used regularly on desk)</li> </ul>

RISK FACTOR CATEGORY	RISK FACTORS	EXPOSURE Is the risk factor present within the job or task?	CORRECTIVE OPTIONS Potential steps to reduce or eliminate the ergonomic hazard
<p><b>Tissue Impingement</b></p> 	<p>10. Hard/Sharp objects press into skin, i.e. wrist being rested on a hard edge/surface</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<ul style="list-style-type: none"> <li>• Use padding on the hard surface, i.e. wrist rest</li> </ul>
<p><b>Spine</b></p> 	<p>11. Space exists between spine and back rest</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<ul style="list-style-type: none"> <li>• Arrange workstation to allow for proper back support. i.e. position keyboard closer to user, bring monitor closer to user, etc.</li> </ul>
	<p>12. Inadequate clearance under desk for legs</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<ul style="list-style-type: none"> <li>• Lower chair to allow legs under desk</li> <li>• Ensure arm rests of chair do not prevent user from sitting close to desk</li> </ul>
	<p>13. Repeated or prolonged trunk flexion, i.e. filing documents</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<ul style="list-style-type: none"> <li>• Where possible, perform filing on a desk surface, or other surface that allows properly supported back positions</li> </ul>
	<p>14. Twisting of torso i.e. reaching behind or across the body</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<ul style="list-style-type: none"> <li>• Position phone to eliminate reaching across the body</li> <li>• Stand up when retrieving items behind you</li> </ul>
	<p>15. Chair Lumbar support NOT raised to the small of the back (lumbar curve)</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<ul style="list-style-type: none"> <li>• Raise / lower lumbar support to the small of the back (lumbar curve)</li> </ul>
<p><b>Legs</b></p> 	<p>16. Feet do not rest flat on the floor i.e. extended out in front or tucked under chair</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<ul style="list-style-type: none"> <li>• Raise / lower chair to allow knees to rest at 90°</li> <li>• Use a footrest if keyboard height requires an elevated chair</li> </ul>
	<p>17. Front edge of seatpan presses into back of knee</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<ul style="list-style-type: none"> <li>• Choose a chair with appropriate depth</li> <li>• There should be 2-3 fingers width between front edge of chair and back of knees</li> <li>• Seatpan should have a gently curved front edge</li> </ul>

RISK FACTOR CATEGORY	RISK FACTORS	EXPOSURE Is the risk factor present within the job or task?	CORRECTIVE OPTIONS Potential steps to reduce or eliminate the ergonomic hazard
<b>Lighting</b> 	19. Monitor is brighter than surroundings	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Use table lamp to illuminate area around monitor</li> <li>• Decrease brightness setting on monitor</li> </ul>
	20. Overabundance of light	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Reduce the amount of light in workstation</li> <li>• Use off-white colour on vertical surfaces</li> </ul>
	21. Glare on monitor	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Prevent source of glare from reaching monitor, i.e. use a monitor hood, close window blinds, etc.</li> <li>• Tilt monitor away from glare</li> </ul>
<b>Temperature</b>	22. Temperature is outside 20-24°C (dependant on individual comfort & season)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Raise / lower temperature to individual comfort</li> <li>• More / less warm clothing</li> <li>• Individual heaters where appropriate</li> </ul>
<b>General Ergonomic Practices</b>  	23. Not changing settings on chair throughout the day	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Adjust tilt, height intermittently throughout the day</li> </ul>
	24. Sitting in a chair for more than one hour without getting up	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Use regular occurrences throughout the day as reminders to take a break from the seated posture, i.e. a ringing phone,</li> </ul>
	25. Overall Working posture resembles top picture versus bottom picture, i.e. spine curves in C-shape rather than S-shape.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> <li>• Choose a chair with proper lumbar support</li> <li>• Space between chin and chest should be approximately the width of a closed fist when the head / neck is in neutral</li> <li>• Take regular breaks from the seated posture</li> <li>• Tilt the seatpan slightly forward to open the hips and return the curve to the lumbar spine</li> </ul>