



Ergonomic Evaluation Guidelines

Summarized from U of S Office Ergonomics Self Help Manual

Chair	
Seat Height	<ul style="list-style-type: none"> ❖ Edge of chair just below kneecap ❖ Knees level with or slightly lower than hips when sitting ❖ If feet do not reach the floor, support provided with footrest
Seat Depth	<ul style="list-style-type: none"> ❖ Approximately 3-4 finger widths between the back of knees and the seat front edge
Lumbar	<ul style="list-style-type: none"> ❖ Lumbar support contacts the curve of lower back ❖ Lumbar firmness adjusted to comfort level
Backrest Angle	<ul style="list-style-type: none"> ❖ Slightly reclined ❖ 90 degree angle or greater in hips
Armrests position	<ul style="list-style-type: none"> ❖ Arms placed close to person's sides and are well supported. Shoulder raised no higher than normal ❖ If armrests are not used, they can be removed or lowered
Castor Type	<ul style="list-style-type: none"> ❖ Wide castors for carpeted flooring, narrow castors for hard surfaced flooring ❖ Chair has at least five castors
Keyboard and Mouse	
Keyboard height	<ul style="list-style-type: none"> ❖ Arms and forearms at right angles or slightly greater. Forearms and hands form straight lines ❖ Chair height adjusted appropriately if keyboard used on desktop
Keyboard angle	<ul style="list-style-type: none"> ❖ Flat or tilted slightly away ❖ Wrists straight when typing
Keyboard size/shape	<ul style="list-style-type: none"> ❖ Wrists straight and not bent to either side
Mouse height	<ul style="list-style-type: none"> ❖ Arm and forearm are at right angles or slightly greater and forearms and hands form straight lines ❖ Used on same surface as keyboard
Mouse size/shape	<ul style="list-style-type: none"> ❖ Hand rests comfortably on mouse. Mouse not too big or too small ❖ Wrist straight
Monitor(s)	
Monitor height	<ul style="list-style-type: none"> ❖ Top of screen level with eyes (slightly lower if progressives are worn). Additional monitors at same height.
Monitor distance	<ul style="list-style-type: none"> ❖ 18-30 inches from eyes to screen, depending on screen size, font size, number of monitors
Monitor position	<ul style="list-style-type: none"> ❖ Primary monitor positioned directly in front of person ❖ Secondary monitor positioned to the side. ❖ Multiple monitors used equally are centered directly in front of person
Visual comfort	<ul style="list-style-type: none"> ❖ Settings (e.g. brightness and contrast) set at comfortable level
Workstation	
Workstation height	<ul style="list-style-type: none"> ❖ Promotes proper working posture
Workstation type	<ul style="list-style-type: none"> ❖ Suitable size and type for tasks (accommodates equipment and reference material, shape allows for free movement) ❖ Configuration allows for optimal workflow (e.g. straight vs. L-shape vs. U-shape vs. sit-stand)
Leg clearance	<ul style="list-style-type: none"> ❖ Under desk is free of clutter, legs able to move freely ❖ Keyboard tray does not contact legs
Surface organization	<ul style="list-style-type: none"> ❖ Frequently used items are easily accessible and within reach
Footrest	<ul style="list-style-type: none"> ❖ If feet do not reach the floor, support provided with footrest
Environment	
Lighting/Glare	<ul style="list-style-type: none"> ❖ Lighting is adequate for tasks being performed ❖ Monitor is free from glare from windows, overhead lights, reflected light ❖ Light levels are comfortable, no need for squinting or leaning forward
Noise	<ul style="list-style-type: none"> ❖ Noise levels appropriate for work environment
Temperature	<ul style="list-style-type: none"> ❖ Temperature appropriate for work environment
Work organization	
Document use	<ul style="list-style-type: none"> ❖ Documents placed directly in front of person when referred to frequently ❖ Document placement allows for appropriate posture
Phone/headset use	<ul style="list-style-type: none"> ❖ Headset or speaker phone used to minimize neck cradling and enables proper posture during phone use
Alternate tasks	<ul style="list-style-type: none"> ❖ Alternate tasks available to reduce fatigue and vary posture
Recovery pauses	<ul style="list-style-type: none"> ❖ Opportunity to get up and move regularly, at least once per hour
Material handling	<ul style="list-style-type: none"> ❖ Proper material handling practices are followed ❖ Mechanical aides or assistance from another person is used for heavy or awkward loads