

Ergonomic Self-Assessment Survey

Workstation ergonomics are important for your health, engagement and productivity. If you're uncomfortable at your desk, the following suggestions may help to improve your work environment. You may also want to consider scheduling a professional ergonomic assessment to properly set-up your work space.

For this quick self-assessment, please check all items that apply to you.

Date of initial self-assessment: _____

- Have you tried raising or lowering the computer screen to allow you to sit up straight and not hunch your shoulders or back to see the screen?
- Is the top of the computer screen at or slightly below eye level?
- To be able to see the screen more clearly, have you tried moving the computer screen forward or backward, rather than straining or leaning forward?
- Have you tried getting up and taking mini walks or standing breaks to give yourself a brief "timeout" from sitting at the computer?
- Have you tried adjusting your chair to make you more comfortable?
- Is your mouse next to and at the same height as your keyboard?
- For items that you use on a regular basis (i.e., phone, documents, etc.), have you tried moving them closer to you so that you aren't constantly overreaching?
- Do you hold the phone between your ear and shoulder while typing? **Avoid this position.**
- As you work on the keyboard, are your arms at your sides with shoulders relaxed? *Your elbows should be bent to 90 degrees.*
- Is there equipment at your workstation that is meant for your comfort that you are not using? And if not, would you share why? _____

- Have you tried all of the suggestions listed above?

After trying the above suggestions for two weeks, my concerns are resolved: **Yes or No**

If "no", please contact your HR Department for further review and resource assistance.