

Ergonomic Office Checklist

Use this checklist to determine how ergonomic your office is and what supplies you might need to make it so.	
Lighting and Glare Preferably the person (or the computer screen) should not be facing an uncovered window. If the window is not covered, the desk should be positioned at right angles to the window. As a general rule, sit at 90 right angles to the main light source.	
Can the lighting be adjusted? E.g with Venetian blinds	Yes No
Is the screen free from any reflection and able to be seen easily i.e. no glare present? The screen should be perpendicular or vertical not tilted.	Yes No
Is the desk positioned at right angles to the window or main source of light?	Yes No
Is the level and positioning of overhead lighting satisfactory?	Yes No
Equipment Layout and Access Commonly used items should be kept in easy reach. Is the layout of the work area and items to be used appropriate to prevent undue twisting or lifting?	Yes No
Is access to the work area free from obstacles?	Yes No
Is the area free of trip or slip hazards?	Yes No
Space Are storage facilities adequate?	Yes No
Manual handling Is the area free from manual handling hazards? Heavy or frequently used items should be stored at waist height.	Yes No
Is a step stool available to access higher shelves?	Yes No
Noise Is the level of noise conducive to concentration?	Yes No
Ventilation, humidity and temperature Is ventilation and thermal comfort adequate?	Yes No

Home Office Ergonomics Checklist Near Me

Karl H.E. Kroemer



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