

Workplace Checklist

Instructions

This checklist has been developed to allow direct assistance to employees in setting up their workstations and surroundings in the office environment. It is not intended for use as strictly a workplace assessment and passed on to someone else to implement. While going through the checklist you will be actually using it as a tool to guide you in setting up the employees' workstation. If a portion of the checklist can not be completed during the review, simply comment on it in the comment section at the end of this list. If a part is not applicable simply put N/A in the box.

You should have on hand "Quick Fix" items as listed in Appendix B of the Joint Prevention Guidelines for Strain Injuries in the Office Environment booklet, which would enable you to immediately set up the employee's workstation. If this is not possible, you should have loaners with you that can be left with the employee until they receive their own items (an ordering process should be in place for items, as initiated by your ministry OSH manager/representative or other designated person).

All recommended physical changes or cost items are to be directed to the employee's manager by way of this checklist (as per normal protocol for workplace inspections).

General Posture

While going through this checklist and assisting the employee in properly setting up his/her workstation, keep the following general posture guidelines in mind.

- / While sitting at workstation, employee's back should be erect and/or angled slightly backwards, so that the back can be supported by the backrest.
- / Employees' arms should be relaxed and loose, elbows close to side, with the forearms and hands approximately parallel with the floor.
- / Wrists should be as straight as possible while keyboarding or using the mouse and should not have to be bent upward, downward, or to either side more than 10 degrees.
- / Thighs should be horizontal or angled slightly downward.
- / The lower legs should be near a right angle to thighs.
- / The feet should rest comfortably (flat) on the floor or footrest.
- / The head should be upright over the shoulder in a relaxed position, with eyes looking slightly downward.
- / Employees should avoid working with their head or trunk twisted in an unnatural position.

Date: _____

Location: _____

Name of employee who's workstation is being inspected: _____

Please print

Assessor: _____

Please print

Signature: _____

Assessor: _____

Please print

Signature: _____

Chairs

- ❖ Adjust chair so that it offers the best lower back (lumbar) support possible μ
- ❖ Set seat pan to neutral or angle slightly back from horizontal (neutral) for appropriate comfort μ
- ❖ Adjust height so that employees arms and wrists are in neutral position when typing μ
- ❖ Feet should be flat on floor, if not, use a foot rest μ

Comments:

Footrests (If required)

- ❖ Place footrest on floor close to chair μ
- ❖ Adjust height so that it relieves pressure from behind the legs when sitting. (This can also be accomplished by adjusting the chair) μ

Comments:

Desks

- ❖ Organize accessories on the table so that the items used frequently are close by e.g.: μ
 - Frequently used 0–30 cm (0–12 inches) μ
 - Occasionally used 30–50 cm (12–20 inches) μ
 - Seldom used >>50 cm. (20 inches) μ
- ❖ Place phone on left side if right handed and visa versa μ
- ❖ If possible, manage wires from keyboard and mouse so they are not in the way by routing them underneath the desk (if not, include in comment section) μ

Comments:

Monitors

- ❖ Locate monitor directly in front of the keyboard μ
- ❖ Top line of the text on the screen should be eye level when sitting up straight μ
- ❖ Keep monitor far enough away so that employee can read it comfortably (general rule is an arms length away) μ
- ❖ Adjust contrast and brightness to comfort level μ
- ❖ Advise worker to clean monitor surface on a regular basis μ
- ❖ Some employees may experience difficulty when wearing bifocals or progressive lenses. Advise them that they may want to change to eyewear better suited for the work environment and to consult with their optometrist or ophthalmologist. μ

Comments:

Lighting

- ❖ If able, adjust the level of light to make it easy for employee to see the screen without squinting or straining μ
- ❖ Adjust the screen so it is free of reflected glare (a monitor visor and/or an anti-glare screen can be utilized) μ
- ❖ Position monitor so that employee's line of sight is parallel to the window μ
- ❖ Ensure there is enough light to read hard copy easily μ

Comments:

Desk Lamps (Task Lighting)

If this type of lighting is used:

- ❖ Move desk lamp so that it illuminates the documents employee is reading μ
- ❖ Try to avoid having the light directed at the monitor, employee's face or eyes μ
- ❖ Ensure task lighting is of the type where the bulb is sufficiently recessed so as not to cause a bright spot in the field of view μ
- ❖ To avoid shadows on documents and reflected glare, place the task lighting so when it's on writing surface it is to employees' left, if right-handed, (or to right if left-handed) μ

Comments:

Keyboards

- ❖ Set keyboard so that the legs are folded in μ
- ❖ Centre employees body over the alpha portion of the keyboard if this is where most of employees time is spent μ
- ❖ Advise employee that it is not necessary to type with very much force μ

Comments:

Keyboard Trays

- ❖ Set angle of platform so that it is flat μ
- ❖ Adjust height so that when typing wrist remains in a neutral position μ
- ❖ If the keyboard tray does not adjust this way, raise or lower employees chair until the wrists/arms are in the proper position (refer to section on chairs) μ

Comments:

Mouse

- ❖ Position mouse so that it is next to the keyboard on the keyboard tray μ
- ❖ If no room, employee can use a keyboard tray extension or mouse house (Refer to Appendix B) μ

Comments:

Wrist Rests

- ❖ When keying, advise employee that palms should not be resting on the support μ
- ❖ Support should be placed under the palms, not the wrists μ
- ❖ Support should be flush in height with the front edge of the keyboard, and rounded or padded μ
- ❖ Wrists should not rest on a sharp edge, such as a desk edge, when typing μ

Comments:

Document Holders

- ❖ Place document holder so that it is next to the monitor screen and adjust to the same height and viewing distance as the monitor so that employee moves his/her head very little when looking from document to screen μ

Comments:

After completing checklist and making required changes, refer to pages 29–33 of “Other Office Ergonomic Related Concerns.” If any are an issue, indicate in comment section below.

General comments/recommendations:

“A good practice to follow is prior to purchasing of equipment for the office, there should be an opportunity for the employee to use the product on a trial basis. This will ensure that the product is suited for the employee and the job.”

When completed, give copies to the following:
Employee (who’s work process you evaluated)
Employee’s manager and supervisor
BCGEU Area Office
JHS Committee