

Ergonomic Self-Assessment



1. Top of monitor at eye level or just below
2. Monitor roughly arm's length away
3. Document holder
4. Minimal bend at wrists
5. Back straight
6. Elbows close to body
7. Backrest supporting lower back
8. Adjustable swivel chair
9. Front of seat not pressing on back of knees
10. Feet flat on ground or resting on footrest

Important points to remember

- Vary your day between active and passive sitting positions by changing the back tilt.
- Adjust the chair to height of desk first, then decide if a foot stool is needed.
- Alternate between sitting and standing if you can.
- Practice stretching to combat static postures.
- Use micro breaks by changing positions every 20 minutes.
- Keep commonly used items nearby.

Ergonomic assessments are available - contact your SH&E Officer.