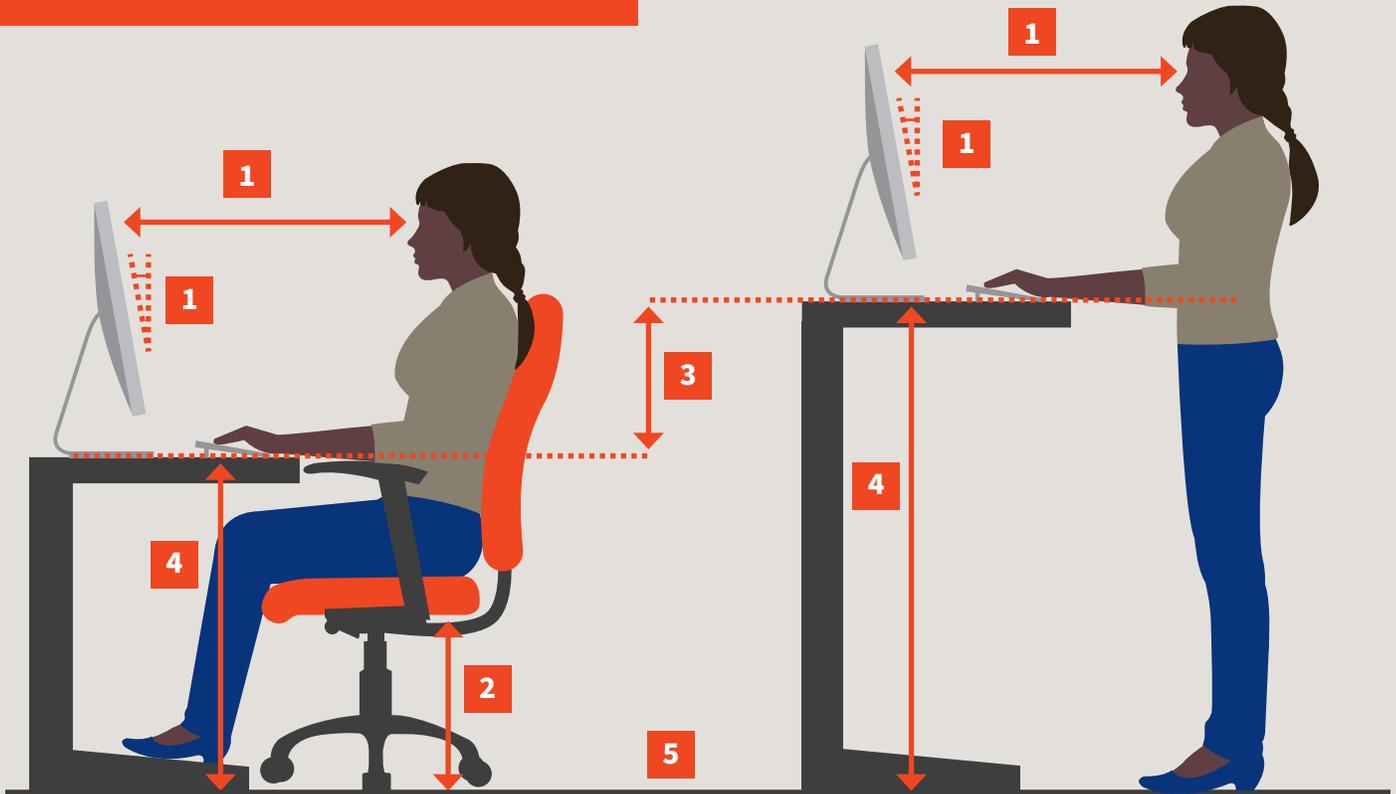


# Office Workspace Ergonomic Self-Evaluation

The Office of Congressional Workplace Rights is committed to minimizing musculoskeletal disorders (MSD) throughout the legislative branch. Some employing offices may already have ergonomic programs, and this guidance is not intended to replace those programs, but it may offer supplemental information. Work through this self-evaluation to determine if adjustments or changes can be made to your workspace to mitigate any hazards associated with MSD.



Name \_\_\_\_\_

Date \_\_\_\_\_

Organization \_\_\_\_\_

Building \_\_\_\_\_

Room Number \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Workstation Position \_\_\_\_\_

Contact OCWR at [OSH@ocwr.gov](mailto:OSH@ocwr.gov) if you have any questions or would like additional information.



AREA OF CONCERN	YES	NO	RECOMMENDATION
<b>1—MONITOR—IS YOUR MONITOR PROPERLY POSITIONED?</b>			
1(a) Is the monitor between 18–33 inches directly in front of you?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ Reposition monitor</li> </ul>
1(b) Are the monitor and work surface free from glare?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ Tilt monitor to remove glare</li> <li>▪ Adjust overhead lighting</li> <li>▪ Consider window coverings</li> <li>▪ Install antiglare screen on monitor</li> </ul>
1(c) Is the monitor height slightly below eye level?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ Add or remove monitor stand</li> <li>▪ Adjust monitor height</li> <li>▪ Adjust table height</li> </ul>
<b>2—CHAIR—IS YOUR CHAIR PROPERLY ADJUSTED?</b>			
2(a) Is your chair adjusted to allow your feet to be positioned flat on the floor and fully supported?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ Lower the chair</li> <li>▪ Use a footrest</li> </ul>
2(b) Are your knees the same height as your hips?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ Adjust the chair</li> </ul>
2(c) Are your thighs and hips parallel to the floor or angled slightly?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ Adjust the chair</li> </ul>
2(d) Does your lumbar support make contact with the small curve in your lower back?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ Adjust chair back</li> <li>▪ Obtain proper chair</li> <li>▪ Obtain lumbar roll</li> </ul>
2(e) Is the seat (seat pan) adjusted to allow one to two inches between the front edge of the seat and the backside of your knees?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ Adjust seat pan</li> <li>▪ Add a back support</li> </ul>
2(f) Is the seat pan width adjusted to allow one to two inches of space between the thigh and the chair edge?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ Adjust chair, or if not adjustable, consider obtaining a new chair that fits your body better</li> </ul>
<b>3—SHOULDER AND ELBOWS—ARE YOUR SHOULDERS AND ELBOWS IN THE CORRECT POSITION?</b>			
3(a) Are your shoulders relaxed with no tension?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ Recheck chair, raise or lower as needed</li> <li>▪ Recheck desk height, raise or lower as needed</li> <li>▪ Check posture</li> </ul>
3(b) Do your elbows rest comfortably at your sides at about a 90 degree angle?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ Recheck chair, raise or lower as needed</li> <li>▪ Recheck desk height, raise or lower as needed</li> <li>▪ Check posture</li> </ul>

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AREA OF CONCERN	YES	NO	RECOMMENDATION
<b>4—KEYBOARD AND MOUSE—ARE YOUR KEYBOARD AND MOUSE PROPERLY POSITIONED?</b>			
4(a) Is the keyboard in a flat position directly in front of and aligned with the monitor?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Reposition keyboard</li> <li>Ensure keyboard tilting legs are not used</li> </ul>
4(b) Is the keyboard positioned at a height that allows your wrists to be in a straight line with your arms?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Recheck chair, raise or lower as needed</li> <li>Recheck desk height, raise or lower as needed</li> <li>Check posture</li> <li>Check keyboard and mouse height</li> </ul>
4(c) Is your mouse at the same level as and in close proximity to your keyboard?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Move mouse closer to keyboard</li> <li>Obtain larger keyboard tray if necessary</li> </ul>
4(d) Does your mouse fit your hand comfortably and keep your fingers relaxed and slightly curved?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Rest your dominant hand by using the mouse with your nondominant hand for brief periods</li> <li>Consider alternative mouse style options</li> </ul>
4(e) Do you use a wrist rest or mouse pad that allows your wrist to rest on a soft surface?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Obtain wrist rest and/or mouse pad</li> </ul>
<b>5—OTHER POTENTIAL CONCERNS</b>			
5(a) Is the phone positioned close to your workstation?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Reposition phone</li> </ul>
5(b) If you use your phone for extended periods of time, do you use a headset, headphones, or speaker?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Use phone headset, headphones, or speaker</li> </ul>
5(c) Are frequently used items located within the usual work area?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Rearrange workstation so that frequently used items are close at hand; if space is needed, consider moving infrequently used items</li> </ul>
5(d) Do you use a document holder when working with paper documents?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Obtain and use document holder</li> </ul>
5(e) Is there appropriate light for reading or writing paper documents?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Obtain desk lamp</li> <li>Place on left if right-handed, and on right if left-handed</li> </ul>
5(f) Do you take postural breaks every 30 minutes (e.g., standing, taking a walk, etc.)?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Set reminders to take breaks</li> </ul>
5(g) Do you take regular eye breaks from looking at your monitor?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Refocus on a picture on wall every 30 minutes</li> </ul>
5(h) Do you use a laptop for extended periods of time?	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Obtain appropriate laptop accessories <ul style="list-style-type: none"> <li>Full-sized keyboard and mouse</li> <li>Docking station with full-sized monitor</li> </ul> </li> </ul>

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