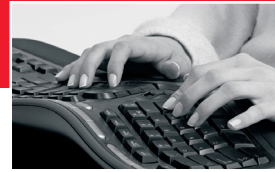


Improved Workstation Ergonomics Employee/Volunteer Checklists



According to the Occupational Safety & Health Administration (OSHA), "ergonomics is the science of fitting workplace conditions and job demands to the capabilities of the working population. Effective and successful 'fits' assure high productivity, avoidance of illness and injury risks and increased satisfaction among the work force."

The following checklists are an easy way for you to improve ergonomics at your facilities, helping prevent pain and injury from happening to all who work for your organization.

For more ergonomics recommendations or for additional copies of the checklist, visit www.churchmutual.com.



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General Workstations

Most standard desk workstations include a computer, monitor, keyboard, mouse, telephone and other accessories. Ensuring these items are properly positioned and in good working condition is a key component to ergonomics. Here is a basic checklist to help make sure you're on track.

	OK	Needs Attention	Action to be taken
Is the workstation organized in such a way that twisting and reaching are minimized?	<input type="radio"/>	<input type="radio"/>	_____
Is there enough desk space to perform required job tasks, such as writing and reading?	<input type="radio"/>	<input type="radio"/>	_____
Are the workstation, components and accessories (e.g., telephones, monitors, keyboards, etc.) maintained in serviceable condition?	<input type="radio"/>	<input type="radio"/>	_____
Is the workstation environment equipped with adequate lighting, noise control and temperature/ventilation?	<input type="radio"/>	<input type="radio"/>	_____
Are heavy resources (e.g., binders, textbooks, etc.) easily accessible without reaching or bending?	<input type="radio"/>	<input type="radio"/>	_____
Are electrical/data/telephone cords secured away from possible catch points, such as desk drawers and chair legs?	<input type="radio"/>	<input type="radio"/>	_____
Is the telephone positioned so that twisting and/or reaching is not required to access it during periods of high usage?	<input type="radio"/>	<input type="radio"/>	_____
Is a hands-free telephone headset used when both hands are needed for long periods of time?	<input type="radio"/>	<input type="radio"/>	_____

Standing Workstations

Standing workstations are common for employees conducting manual tasks, such as assembling, sorting, packing or cooking. They are also growing in popularity in traditional office environments because they give employees the opportunity to spend less time sitting, which can have health benefits. The height of standing workstations should take into account the tasks that are performed. Here are a few other things to look out for.

	OK	Needs Attention	Action to be taken
If the user does not perform reading or writing tasks, is the work surface 1 inch below elbow height?	<input type="radio"/>	<input type="radio"/>	_____
Is there at least a 4-inch clearance between the user and the back of the workstation to allow space for the user's knees and toes?	<input type="radio"/>	<input type="radio"/>	_____
Is the edge of the work surface in front of the keyboard cushioned?	<input type="radio"/>	<input type="radio"/>	_____
Is there a stand-alone footrest or a 4- to 6-inch bar available underneath the workstation for a footrest?	<input type="radio"/>	<input type="radio"/>	_____
Is an anti-fatigue mat provided?	<input type="radio"/>	<input type="radio"/>	_____
Is the user knowledgeable about proper working postures?	<input type="radio"/>	<input type="radio"/>	_____

Proper Seating

A study conducted at the Work and Health Research Centre at Loughborough University found that during a typical work week people spend an average of five hours and 41 minutes per day sitting at their desk. When sitting for such a prolonged time, bodies must be positioned properly to avoid injury. Follow these tips to help keep your work force pain and injury-free.

	OK	Needs Attention	Action to be taken
Are forearms, wrists and hands relaxed with elbows and forearms working at a 90- to 120-degree angle?	<input type="radio"/>	<input type="radio"/>	_____
Are elbows level with the work surface?	<input type="radio"/>	<input type="radio"/>	_____
Is the small of the back supported comfortably by a lumbar support or similar ergonomic accessory?	<input type="radio"/>	<input type="radio"/>	_____
Is the chair able to tilt back and forth providing the user with adequate range of motion?	<input type="radio"/>	<input type="radio"/>	_____
Is the user able to recline to a 15-degree angle?	<input type="radio"/>	<input type="radio"/>	_____
Can the chair roll to the workstation without the armrests blocking the way?	<input type="radio"/>	<input type="radio"/>	_____
When the user is seated in the chair, do casters roll easily in all directions?	<input type="radio"/>	<input type="radio"/>	_____
Is the seat bottom sized correctly to provide the user with adequate posture support?	<input type="radio"/>	<input type="radio"/>	_____
When the user sits against the backrest, is there at least a 2-inch space between the edge of the chair and the back of the knees?	<input type="radio"/>	<input type="radio"/>	_____
Do feet rest flat on the floor, or are they supported by a stable footrest?	<input type="radio"/>	<input type="radio"/>	_____

Keyboard and Mouse Positioning

Follow these simple guidelines to help prevent injury among those who spend many hours a day at a keyboard.

	OK	Needs Attention	Action to be taken
Are the keyboard and mouse directly in front of the user, facilitating a relaxed posture for keying?	<input type="radio"/>	<input type="radio"/>	_____
Are elbows bent at a 90- to 120-degree angle while typing/using the mouse?	<input type="radio"/>	<input type="radio"/>	_____
Are wrists in a neutral position with minimal bend while typing/using the mouse?	<input type="radio"/>	<input type="radio"/>	_____
Are wrists and forearms held above the work surface (not resting on it) while typing/keying/using the mouse?	<input type="radio"/>	<input type="radio"/>	_____
Is the mouse positioned so the user does not need to reach to operate?	<input type="radio"/>	<input type="radio"/>	_____
Are arm and wrist exercises incorporated into daily routines to increase blood flow and reduce possible cramping, tingling or numbness in wrists/arms?	<input type="radio"/>	<input type="radio"/>	_____

