



Office Ergo Self-Assessment Checklist

Name:

Date:

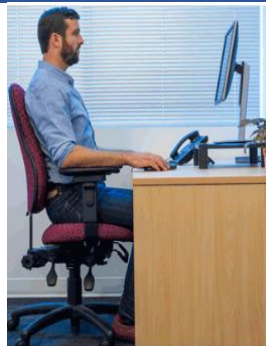
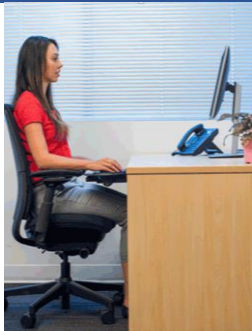
Checklist

Training	Yes	No	N/A
Have you completed the Ergo Your Office online course (30 minutes)			
Have you reviewed online ergo resources ?			
Are you familiar with the ergotron office ergo calculator ? This provides you with a rough estimate of the correct working heights, based on your height.			
Chair	Yes	No	N/A
Is your chair adjustable?			
Do you know how to adjust your chair?			
Are your knees and hips approximately level, with your feet firmly supported either on the floor or on a footrest?			
Does the backrest fit you comfortably?			
Do you use your backrest when sitting?			
Do the armrests fit you comfortably?			
Overall, is your chair comfortable?			
Keyboard & Mouse	Yes	No	N/A
Do you have an external keyboard?			
Do you have an external mouse pointing device?			
Are your keyboard and mouse just below elbow level with your shoulders relaxed and elbows at approximately 90 to 110 degrees?			
Are you comfortable typing on your keyboard?			
Are you comfortable using your mouse/point device?			
Monitor	Yes	No	N/A
Is your screen a sufficient size (23+”) for your work?			
Is the top line of text at eye level? Exception: if you are wearing bifocals and/or if your monitor is angled back, you may need to have your monitor lower.			
Is the monitor approximately arm’s length away?			



Can you comfortably read text on your monitor (e.g., no glare, sufficient font size, neutral neck posture)?			
If you have 2 monitors; are they close together? Note: if one is your primary, center with that one and place the secondary monitor on the same side as your mouse. If using both equally you can center with both.			
Positional change	Yes	No	N/A
Do you get up (even briefly, 20 seconds to 2 minutes) at least once an hour?			

Workstation Examples



Picture courtesy of WSBC

Additional Ergo Resources

UBC has additional resources to support Faculty/Staff in creating a comfortable, safe, healthy and productive home office.

- **Ergo Online Resources.** [Online ergo resources](#) including purchasing guides.
- **Ergo Webinars.** Live and recorded [ergo webinars](#), (e.g. Home Office Ergo, Digital Eye Strain).
- **WSBC Office Ergo Resources.** [Guide to setting up your computer workstation.](#)
- **CRE-MSD Office Ergo Resources.** [Office Ergo Quick Start Guide](#)
- **Ergonomics assessments.** Please complete [UBC’s ergonomics assessment request form](#)
- **Ergo Questions.** Please contact ergonomics.info@ubc.ca if you have additional questions.
- **Mental Health Resources.** Check out UBC’s Health, Wellbeing & Benefits [Mental Health](#) and [EFAP](#) resources.
- **UBC Occupational Health & Safety.** [UBC-V](#) or [UBC-O](#).

Center for workplace accessibility (CWA). The [CWA](#) is a central hub for resources, tools, and programs that help remove barriers for faculty and staff with disabilities or ongoing medical condition.