



## Office Ergo Education Checklist

This Office Ergo Education Checklist is designed as an orientation tool and can be used when showing staff/faculty how to set up their workstation. Please refer to the [Office Ergo Rep Assessment Form](#) if conducting a full assessment.

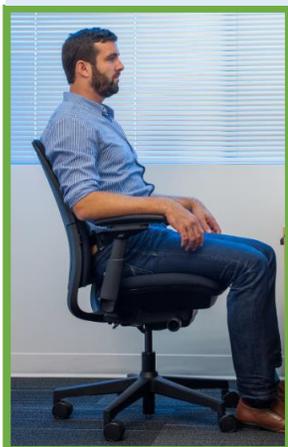
Contact the ergonomics program if you have any concerns and/or if you are unsure if the chair is a suitable office chair.

Staff/Faculty Name: \_\_\_\_\_ Office Ergo Rep Name: \_\_\_\_\_

### General Info

- Provide link to [Ergo Workshops](#) –staff/faculty are encouraged to attend a workshop as a first step
- Provide link to UBC's [online office ergonomics](#)—provides step by step information on how to adjust workstation, including resources for remote work.
- Provide info on how to request a formal [ergonomics assessment](#).
- Provide contact [ergonomics.info@ubc.ca](mailto:ergonomics.info@ubc.ca). Staff/Faculty can contact the program directly.

### Chair Positioning



- Provide education on how to adjust seat height, seat depth, backrest angle, height of lumbar support and armrest height
- Review importance of sitting with buttocks at the back of chair and using backrest for support
- Review importance of getting up 1-2x per hour
- Provide staff with PDF/Video chair instructions, if available
- Contact the Ergo Program if you are unsure if the chair meets minimum standards. Refer to online [checklist](#) and [examples](#) of suitable chairs, if necessary

Comments:



### Keyboard/Mouse Positioning



- Provide education on proper positioning of keyboard and mouse
- Place keyboard and mouse just below elbow level
- Demonstrate how to adjust keyboard tray height, if applicable
- Review importance of resting palm on mouse and keeping wrist straight when moving mouse; avoid planting wrist
- Position keyboard flat to promote a neutral wrist posture

Comments:

### Monitor Positioning



- Provide education on proper monitor positioning
- Position monitor arm's length away (20 to 40") with the top line of text at eye level
- If using 2 monitors, center with primary monitor or if using both monitors equally, center in the middle of both
- Review importance of looking 20 feet away for 20 seconds every 20 minutes
- Provide link to [visual ergonomics](#)

Comments:

### Additional Comments: