



ERGONOMICS PROGRAM

UBC.WHS.ERGO.006.FRM

OFFICE ERGO REP CHECKLIST

Date of Issue: 10.16.17

Staff/Faculty Name:

Supervisor:

Office Ergo Rep:

Date of Assessment:

Work Related MSI Concerns.

Please rate symptoms on a scale from 0 to 10 where 0 represents no discomfort and 10 is incapacitating




Body Part	0 to 10	Body Part	0 to 10	Body Part	0 to 10
Neck		Mid-back		Knee/Ankle	
Shoulders/upper arm		Lower back/hip		Headaches/Eyes	
Forearm/Wrist/Hand		Other		No Symptoms Reported	

If no symptoms were reported, place a check mark next to that option

Ergonomics Training.

Free 1hr ergonomics training sessions are available every month. Attending training should be the first step.

Examples of proper positioning

Proper Positioning (keyboard tray)	Proper positioning (no keyboard tray)	Standing Workstation
		

Picture courtesy of ergotron

- ✓ Fit firmly supported on ground/footrest with knees and hips level or hips slightly above
- ✓ Seat pan supports thigh without cutting into calf
- ✓ Lumbar support fits small of back & backrest angle slight reclined with tension sufficient to prevent falling back
- ✓ Keyboard & mouse below elbow level
- ✓ Forearm supported on armrests (ideal)-armrests may need to be removed if they get in the way or don't fit
- ✓ Monitor Height: top line of text at eye level (lower for bifocals)
- ✓ Monitor Distance: arm's length or slightly further away
- ✓ Frequent positional changes: stand up at least once per hour regardless of if a height adjustable desk is available



Office Assessment

Recommendations should be reviewed with the staff/faculty member and they should then review with their supervisor.

Please send the completed form and 2 pictures of the staff/faculty member at their workstation to ergonomics.info@ubc.ca

Item	Fit for client		Intervention	Recommendations
	Yes	No		
Chair Height			Raised/Lowered Chair Footrest provided Other	Obtain Footrest (department responsibility) Other
Seat-pan			Adjusted seat pan depth to fit External backrest provided Other	Trial external backrest/lumbar support (Ergo Rep to arrange with client & Ergonomics Advisor) and if successful, dept. can obtain external backrest Other
Lumbar Support Backrest Angle/Tension			Adjusted height of backrest/lumbar support Adjusted backrest angle Tension locked/sufficiently strong Other	
Armrests			Adjusted height Removed/Lowered armrests Raised chair to allow client to rest forearms on the desk Other	Remove armrests (department responsibility) Other
Overall Chair Fit			Reviewed all chair adjustments Reviewed positional change: get up $\geq 1x$ /hour Other	If chair is not appropriate, review online guide and contact Ergonomics Advisor for assistance Comments:
Keyboard & Mouse			Raised chair (& footrest provided) Adjusted keyboard tray height	Obtain keyboard tray (department responsibility) Obtain footrest (department responsibility)



Item	Fit for client		Intervention	Recommendations
	Yes	No		
Keyboard & Mouse Cont'd			Positioned keyboard flat Moved mouse to left Reviewed correct hand posture on mouse and keyboard	Trial mouse on left Contact ergonomics program if alternative keyboard or mouse is required for a free demo, equipment purchase is responsibility of dept. Other
Monitor			Raised/Lowered monitor Positioned monitors further/closer Enlarged display/font Centered monitor Adjusted monitor brightness	Obtain monitor riser (department responsibility) Enlarge font Other

Other: Please indicate if the following items were reviewed and/or are recommended

Yes No

Reviewed risks of hand/neck musculoskeletal injury when using the cell phone

Reviewed phone posture: hold phone non-dominant hand/obtain headset, if frequently on phone

Reviewed strategies to minimize noise distractions

Advised client/Dept. to use slanted binder or obtain document holder to prop up paper material, if frequently referring to paper

Reviewed [Ergo Training](#) available once per month

Comments: Please indicate any additional recommendations or items to be addressed