

Office Ergonomics – Self-Assessment of Workstation

How to use off the form, tick off:

Green: Optimal ergonomic conditions, no action required.

Red: Poor ergonomic conditions. Adjustments needed.

Blank: Comments

If you have ticked off several red boxes and need assistance to make necessary adjustments please contact your local Aker Care center.

Chair:

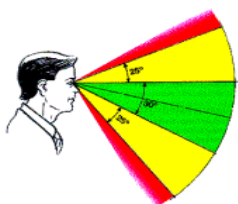
Recommended seat height: hips slightly higher than knees.	Green	Red	
Feet in steady contact with the floor or on the chair legs.	Green	Red	
The chair's lumbar support falls into and supports the lower back.	Green	Red	
3-6 cm distance between knee and chair seat (possibility of bending knees).	Green	Red	
If armrests: Can you get close enough to the desk without the armrests preventing this? The forearms should rest on the desk surface.	Green	Red	

Desk:

The desk height allows the arms to rest with approx. 90 degree angle in the elbow. About. 2/3 of the forearms should rest on the desk surface - relaxed shoulders.	Green	Red	
Easy to adjust table height, also to standing working position.	Green	Red	
Good enough space underneath the desk. Can you stretch your legs?	Green	Red	

Monitors, keyboard, computer and mouse:

The monitor is positioned so that the upper part of the monitor is approximately at eye level, it should also be angled slightly backwards, approx. 15-20 °.	Green	Red	
Screen Position: The screens directly in front of you to avoid neck rotation.	Green	Red	
Distance to screen: 60-100 cm. An arm's length fits most people.	Green	Red	
Keyboard: comfortable wrist angle, keys are easy to press down etc.	Green	Red	
Computer mouse: Design and function satisfactory. Precise in use.	Green	Red	
Computer mouse: placed as close as possible to your keyboard or in front of the keyboard to avoid outward rotation in shoulder joint during use - good support for forearm during use.	Green	Red	



Lighting:

The daylight should fall from the side of the screen to avoid glare and reflections.	Green	Red	
General lighting without direct or indirect glare or annoying reflexes.	Green	Red	
Sun protection on window surfaces are satisfactory.	Green	Red	
Additional desk lamp on desk when needed.	Green	Red	

Organizational:

Variation: Possibility to take breaks from the screen work.	Green	Red	
Microbreak when needed.	Green	Red	
Vary between sitting and standing work position.	Green	Red	

Recommendation - variation and movement:

You should regularly strive for variety in working positions. Ideally, you should regularly get up from the chair, try working from a standing position or walk a bit around. Make sure to take microbreaks, a few seconds break to look away from the computer. During these microbreaks, it is important to let the eye rest on something other than the computer screen, so that the eye muscles get variation. Preferably a little far away - for example out of the window. Exercises to activate larger muscle groups are also recommended during the work day, e.g. taking the stairs rather than the lift.

References:

Forskrift om utforming og innretning av arbeidsplasser og arbeidslokaler (Arbeidsplassforskriften),
Forskrift om utførelse av arbeid, forskrift om organisering, ledelse og medvirkning.