

Office Ergonomics – Self-Assessment of Workstation

How to tick off the form:

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 Morten Espeland morten@akercare.com (occupational health physiotherapist).

Chair:

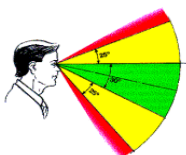
Recommended seat height: hips slightly higher than knees.			
Feet in steady contact with the floor or on the chair legs.			
The chair's lumbar support falls into and supports the lower back.			
3-6 cm distance between knee and chair seat (possibility of bending knees)			
If armrests: Can you get close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

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.			
Easy to adjust table height, also to standing working position.			
Good enough space underneath the desk. Can you stretch your legs?			

Monitors, Keyboard, Computer, Mouse:

The monitor is positioned so that the eye hits approx. in the middle of the screen when you rest your eyes down. (Upper part of the screen edge at about eye level, it should also be angled somewhat backwards, about 15-20 °)			
Screen Position: The screens directly in front of you to avoid neck rotation.			
Distance to screen: 60-100 cm. An arm's length fits most people.			
Keyboard: comfortable wrist angle, keys are easy to press down etc.			
Computer mouse: Design and function satisfactory. Precise in use.			
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.			



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 regular microbreaks, a few seconds break. 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.

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.