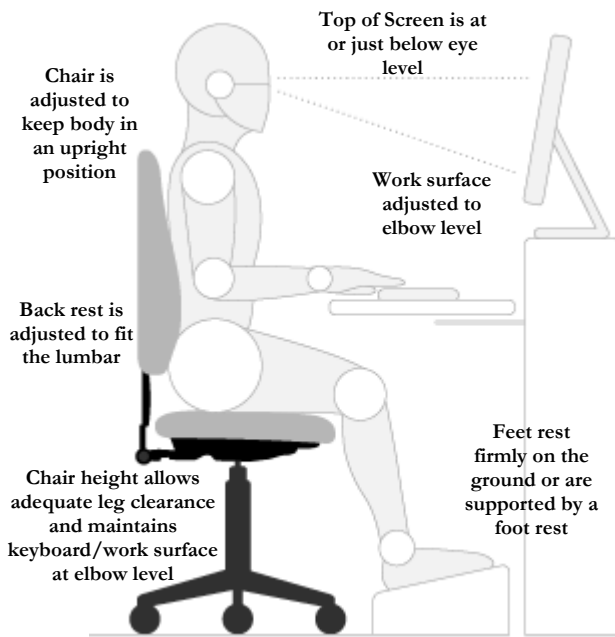


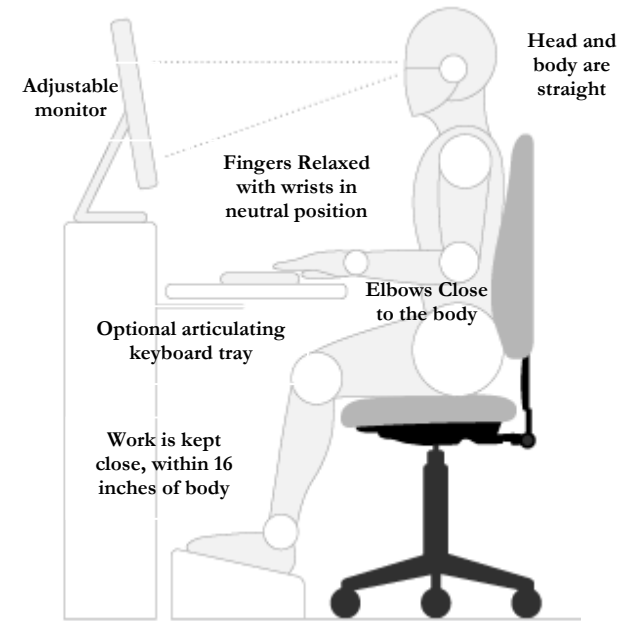
# Personal Ergonomic Evaluation



## Self Check Guide

Check each item as soon as you understand the guidelines or have completed the activity.

- Start with your chair to form a solid base.
- Adjust lumbar support by moving the back rest up or down to match the inward curve of your spine.
- Adjust the tilt of the back rest and/or seat to keep your body supported in an upright, slightly forward or reclined position.
- Adjust the seat height for adequate leg clearance under the workstation and keep the keyboard at approximately elbow level.
- Keep feet flat on the floor or supported by a footrest.
- Adjust your monitor so that the top of the screen is at or just below eye level.
- Keep your head in line with your shoulders and hips.



- Keep elbows close to your body.
- Place items used most often within 16 inches of your body.
- Keep wrists in a neutral position: bent no more than 10° up or down. A keyboard tray and padded wrist rest may be used to help support the wrists in a neutral position.
- Keep fingers in a relaxed position when working. Avoid extreme finger extensions.

## Using Personal Ergonomic Evaluation Worksheet

1. **Look** at the two illustrations on the page and read each sentence included with the illustrations.
2. **Read** each sentence and place a check mark in the box once you have completed or understood the item.
3. **Practice** what you have learned.
4. **Contact** management if you have any discomfort!

## Frequently Asked Questions

1. **What is ergonomics?**
  - Ergonomics is the study of people and their interaction with work activities and their environment. An ergonomist focuses on improving the health and safety of workers by adapting their physical surroundings to individual body types, stature, etc. Properly applying ergonomic principles to the work place positively impacts morale and work production and reduces occupational injuries and illnesses.
2. **What causes ergonomic injuries?**
  - Professionally known as “risk factors” there are several primary exposures that we attempt to control including high frequency, vibration, excessive force, duration, posture, lighting and work organization.
3. **Should I have an “ergonomic” keyboard and mouse?**
  - Not necessarily. While some may find relieve and comfort in these items, there are a host of products that are labeled as “ergonomic”. Often times this is more for marketing than function. With regard to ergonomic keyboards and mice, there are no scientific studies that support a reduction in injury associated with there use.

## Personal Ergonomic Evaluation Worksheet



*Courtesy of:*

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