

### Ergonomics

**Instructions:** This checklist is intended to help you identify potential ergonomic risk factors in your workplace. Please check one answer for each question. If you select “no,” you should investigate further to determine what corrective action may be needed to address the risk.

	Questions	Yes	No	N/A
	<b>Computer Monitor</b>			
1)	If you use bifocals/trifocals, can you read the screen without bending your head or neck backward?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Is the distance of your monitor sufficient so you can read the screen without leaning your head, neck, or trunk forward/backward?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Is the top of your computer screen at or below eye level, so you can read it without bending your head or neck down/back?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Seating</b>			
4)	Do armrests, if used, support both forearms while you perform computer tasks, not interfering with movement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Does your chair’s backrest provide support for your lower back (lumbar area)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Is the seat width and depth sufficient to accommodate the specific user (seat not too big/small)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Working Postures</b>			
7)	Are pressure points on any part of the body (wrists, and forearms) being avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)	Are tools, instruments, and machinery shaped and handled so that tasks can be performed comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)	Are your head and neck upright, and in line with your torso (not bent down or back)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10)	Are your upper arms and elbows close to the body (not extended outward)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Ergonomics

	Questions	Yes	No	N/A
	<b>Working Postures</b>			
11)	Can the task be done without having to stoop the neck and shoulders to view the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12)	Can the task be done without repetitive lifting of the arms above the shoulder level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13)	Can the work be done using the larger muscles of the body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14)	Can the work be performed without eye strain or glare to the employee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15)	Can workers keep their hands/wrists in a neutral position when working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16)	Do your feet rest flat on the floor or supported by a stable footrest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17)	Does the task require fixed work postures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18)	Is work arranged that workers are not required to lift and carry too much weight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Safety Checklist Disclaimer:** This safety checklist (the "Material") is made available to the user or other receiver of the Material for general informational purposes only. The Material has been developed with consideration of various factors relevant to the subject area, including federal laws and regulations in effect at the time the Information was created and/or certain good management practices relevant to the subject area. Because every industry and/or workplace presents unique circumstances, the Material does not constitute and is not intended to provide specific advice, assurances, or guarantees concerning any user's compliance with particular regulatory requirements (e.g., OSHA) or other applicable safety and/or health requirements or good management practices. The Material does not constitute training and does not replace the need to properly train all employees nor is the Material a substitute for an assessment of any safety or health hazards present at your facility by a health or safety professional or expert. Users are advised to consult with a legal or other professional advisor concerning specific regulatory compliance requirements applicable to their workplaces and appropriate use of the Material. Users and receivers of the Material are subject in all respects to the terms and conditions set forth [www.grainger.com](http://www.grainger.com), including those provisions relating to limitation of liability. Users and receivers of the Material assume all responsibility and risk arising from any and all use of and/or reliance upon the Material, including any modifications made thereto. W.W. Grainger, Inc. makes no warranty, express or implied, that the Material is current, accurate, appropriate or complete for any particular facility or requirements applicable to a particular facility.