

Nova Scotia Government Office Safety & Ergonomic Checklist

Use this checklist as a guide for setting up an alternate office. Ideally, you should be able to answer “yes” to all of the following questions.

1. Is the workstation deep enough to accommodate a monitor and keyboard directly in front of the user? **Yes** **No**
2. Does the workstation provide sufficient leg room (depth and width), so there are no obstructions for knees, legs, shins or thighs? **Yes** **No**
3. Are the mouse (or other pointing device) and keyboard able to be positioned on the same level, close to each other and within easy reach? **Yes** **No**
4. Is there adequate room for the monitor to be positioned 16 to 29 inches (40-75 cm) from the user’s eyes? **Yes** **No**
5. Can the monitor be raised or lowered to accommodate the correct viewing height (uppermost line of the document or slightly below the user’s eyes)?
Yes **No**
Note: if wearing bi-focals or tri-focals, monitor should be slightly lower.
6. Is the chair stable (with a five-point base)? **Yes** **No**
7. Does the chair adjust in height and are your feet flat on the floor or footrest (90° angle of knees and hips)? **Yes** **No**
8. Is there 2 to 4 inches (50-100 mm) between the front edge of the chair and the back of your knees when sitting back in the chair? **Yes** **No**
9. Does the chair adjust in height and/or depth of lumbar support to provide comfortable back support? **Yes** **No**
10. Are your forearms, wrists, etc. free from contact with hard, sharp edges?
Yes **No**
11. If you use a document holder when you key from documents, is it even with the computer screen and adjustable? **Yes** **No**
12. Is there adequate light for viewing the monitor and reading printed materials?
Yes **No**
13. Is the monitor screen positioned so there is no glare? **Yes** **No**
14. Do you avoid clutching the phone receiver between your ear and shoulder?
Yes **No**
15. Are aisles and doorways free of obstructions? **Yes** **No**

16. Are all phone lines, electrical, and other cords tied up and kept out of the way?

Yes **No**

17. Is all electrical equipment in good working condition? **Yes** **No**

18. Are electrical cords in good condition? **Yes** **No**