

Environmental Health and Safety Office

Office Ergonomics Self-Assessment Checklist

Employee Information	
Employee Name:	
McGill ID:	
Workstation Location:	
Date:	
Guidelines	

Other Considerations

	Yes	No	Tips
Make sure you have enough leg-room under your desk			Remove any boxes or equipment from under your desk
Keep frequently used items close and easy to reach			Keep your work area neat and tidy
Organize documents so they can be easily readable			Document holder is present or there is space to place documents properly
Store material safely			Make sure shelves are not overloaded and no heavy objects are stored above shoulder height
Ensure the floor space is free from tripping hazards (wires, loose tiles, ripped/torn carpet)			
Keep drawers and doors closed when not in use			
Avoid cradling the phone between your ear and shoulder			Consider a headset if you are often on the phone
Ensure there is adequate lighting in your work space			It takes more lighting to read a document than to use the computer
Alternate tasks frequently when possible			Give your body mini-breaks: Get up, stretch. Try gazing at a distant object or blinking to give your eyes a break