SSA HOME OFFICE ERGONOMICS SELF-ASSESSMENT WORKSHEET

Background Information

Please use the **SSA Home Office Ergonomics Self-Assessment Worksheet** to help ensure your home office (location, chair, desk, computer equipment, office equipment, storage and lighting) is set-up to your full advantage. **For additional information refer to the *SSA Home Office Ergonomics VOD* and the *SSA Home Office Ergonomics Quick Reference Guide* on the OEHOS Ergonomics Website.**

Date		Last Name		First Name	

Location

Analyze office location options based on the *Space* and *User* needs and insert your selection in the *Location* field below.

Space	☐ Shared ☐ Dedicated	*Shared space:* for example, office setup during the workday but dining room setup during meal time. *Dedicated space:* for example, a spare bedroom or den or other area; office remains setup permanently.
User	☐ Single ☐ Multi	*Single-user:* office set-up for one individual and does not need to be changed based on the user. *Multi-user:* shared by spouse or kids; have to consider how to accommodate needs of varying users.
Location		Identify most suitable location (office/den, bedroom, closet, kitchen/dining table, etc.) for home office and insert below:

Chair

Determine your current *Chair Features*, any *Issues* and *Recommendations*. Make any comments needed.

Chair Features			Issues	Recommendations
Chair ID			☐ Chair fit/adjustment OK ☐ Chair not adjusted to full advantage ☐ Chair too small ☐ Chair too large ☐ Wrong type chair casters ☐ Seat not OK ☐ Back support not OK ☐ Armrests not OK ☐ Maintenance issue ☐ Other (make comments) **Comments**	☐ None (suitable chair fit/adjustment) ☐ Adjust chair (make comments) ☐ Modify chair (make comments) ☐ Repair chair (make comments) ☐ Replace chair (make comments) ☐ Other (make comments) **Comments**
Legs (5) OK	☐ Yes	☐ No		
Caster Type	☐ Carpet	☐ Hard surface		
Seat Adjustment	☐ Height ☐ Tension ☐ Tilt ☐ Slide			
Back Adjustment	☐ Fixed ☐ Angle ☐ Height ☐ Lumbar			
Armrest Adjustment	☐ Fixed ☐ Side ☐ Height ☐ Rotate			
Maint Issue	☐ Yes	☐ No		

Desk

Determine your current *Desk Features*, *Issues* with your desk and *Recommendations*. Make any comments needed.

Desk Features		Issues	Recommendations
Configuration	☐ Straight ☐ L-shape ☐ Corner ☐ U-shape	☐ Desk is appropriate ☐ Desk is too low ☐ Desk is too high ☐ Sit/stand desk not properly adjusted ☐ Desk does not have enough work area ☐ Other (make comments) **Comments**	☐ None (suitable desk) ☐ Lower desk to ( ) inches ☐ Raise desk to ( ) inches ☐ Adjust sit/stand desk ☐ Make sit/stand desk ☐ Reorganize to provide additional worksurface area. ☐ Other (make comments) **Comments**
Type	☐ Fixed Height ☐ Adjust Height		
Sit/Stand – current height	☐ Stand ( ) inches ☐ Sit ( ) inches		

Feet/Legs

Determine your current *Feet/Legs/Clearance* status, *Issues* and *Recommendations*. Make any comments needed.

Feet/Legs/Clearance Features			Issues	Recommendation
Feet	☐ Dangling ☐ Supported		☐ Foot support appropriate ☐ Feet dangling – not supported ☐ No footrest for alternative foot position for seated desk ☐ No footrest for alternative foot position for sit/stand desk ☐ Inadequate foot/knee/leg clearance ☐ Other (make comments) **Comments**	☐ None (suitable foot support and leg clearance) ☐ Add footrest to provide for foot support when seated (make comments) ☐ Add footrest to provide for alternative foot placement when making use of recommended sit/stand workstation. Allows for one foot up on footrest and then other foot up to provide for variation in standing position (make comments) ☐ Remove foot/knee/leg obstruction ☐ Other (make comments) **Comments**
Footrest	☐ Yes	☐ No		
Leg Clearance	☐ Yes	☐ No		

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Laptop Computer	If a laptop is the primary computer, determine its current status as well as any separate keyboard, mouse, wrist rest and monitor if present. Identify *Issues* and *Recommendations*. ***NOTE:*** *If a desktop computer is the primary computer go to the* ***Desktop Computer*** *section below.*	

Laptop Feature		Issues	Recommendations
Laptop Location	☐ Desk ☐ Other	☐ Laptop location, keyboard, mouse and monitor all appropriate **Keyboard**	☐ None (suitable laptop use) **Keyboard** ☐ Reposition laptop keyboard (make comments)

Keyboard	☐ Laptop keyboard
	 ☐ Separate keyboard (type)
	    ☐ Straight
	    ☐ Curved
	    ☐ Other
		☐ Laptop keyboard location does not allow neutral arm/hand position
		 ☐ Separate keyboard location does not allow neutral arm/hand position
		 ☐ Keyboard type does not allow neutral arm/hand position
		 ☐ No keyboard wrist rest
			☐ Reposition separate keyboard (make comments)
			 ☐ Add separate keyboard (indicate type):
			    ☐ Straight
			    ☐ Curved
			    ☐ Other (make comments)
			 ☐ Add gel keyboard wrist rest (make comments)

Keyboard Technique	☐ Piano Player ☐ Forearm Support	**Mouse** ☐ Laptop touchpad location does not allow neutral arm/hand position	**Mouse** ☐ Reposition laptop touchpad (make comments)

Keyboard Wrist Rest	☐ Yes (part of laptop)
	 ☐ No (not in place)
		☐ Separate mouse location does not allow neutral arm/hand position
		 ☐ No mouse wrist rest
		 ☐ Mouse wrist rest limits wrist/arm motion
			☐ Add separate mouse (indicate type):
			    ☐ Shell
			    ☐ Other (make comments)
			 ☐ Add gel mouse wrist rest (make comments)

Mouse	☐ Laptop touchpad
	 ☐ Separate mouse (type)
	    ☐ Shell (standard)
	    ☐ Rollerball/Trackball
	    ☐ Vertical
	    ☐ Other
		Monitor
		 ☐ Laptop monitor location does not allow neutral head and neck position
		 ☐ Separate (laptop or separate) location does not allow neutral head and neck position
			☐ Remove mouse wrist rest (make comments)
			 Monitor
			 ☐ Reposition laptop monitor (make comments)

Mouse Wrist Rest	☐ Yes (part of laptop)
	 ☐ Yes (separate mouse and mouse wrist rest)
	 ☐ No (no mouse wrist rest)
		☐ Monitor position issue:
		    ☐ Too high
		    ☐ Too low
		    ☐ Too far away
		    ☐ Too close
			☐ Add laptop monitor stand (make comments)
			 ☐ Add separate monitor (make comments)
			 ☐ Reposition/relocate monitor(s) (make comments)

Monitor	☐ Laptop monitor
	 ☐ Separate Monitor (number)
	    ☐ One
	    ☐ One separate monitor plus laptop monitor
	    ☐ Two separate monitors
	    ☐ Other
	 If two or more monitors:
	 ☐ Primary/Primary
	 ☐ Primary/Secondary
		☐ Side-to-side alignment issue
		 ☐ Monitor location issue:
		    ☐ In front of window
		    ☐ Window behind monitor
		    ☐ Lacking window coverings
		 ☐ **Other (comments)**
		 Comments
			☐ Adjust window coverings (make comments)
			 ☐ **Other (comments)**
			 Comments

Desktop Computer	If a desktop computer is the primary computer, determine its current location status, as well as the status of the ***Keyboard***, ***Mouse, Wrist Rests*** and ***Monitor***. Identify ***Issues*** and ***Recommendations***. ***NOTE:*** *if a laptop computer is the primary computer go to the* ***Laptop Computer*** *section above.*	

Desktop Features		Issues	Recommendations
Desktop Location	☐ Desk ☐ Floor	☐ Desktop location, keyboard, mouse and monitor all appropriate **Keyboard**	☐ None (suitable desktop computer use) **Keyboard** ☐ Reposition keyboard (make comments)

Keyboard	☐ Keyboard (type)
	    ☐ Straight
	    ☐ Curved
	    ☐ Other
		☐ Keyboard location does not allow neutral arm/hand position
		 ☐ Keyboard type does not allow neutral arm/hand position
		 ☐ No keyboard wrist rest
			☐ Add keyboard (indicate type):
			    ☐ Straight
			    ☐ Curved
			    ☐ Other (make comments)

Keyboard Technique	☐ Piano Player ☐ Forearm Support	**Keyboard Tray** ☐ Keyboard tray is appropriate	☐ Add gel keyboard wrist rest (make comments)
Keyboard Wrist Rest	☐ Yes ☐ No	☐ Keyboard tray limits reach access to desk	**Keyboard Tray** ☐ Reposition keyboard tray (make comments)
Keyboard Tray	☐ No ☐ Yes (if Yes, fill in below):		

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Features	Issues	Recommendation
	☐ Fixed height/angle ☐ Adjustable height/angle	☐ Keyboard tray *location* does not allow neutral arm/hand position ☐ Keyboard tray *type* does not allow neutral arm/hand position ☐ Tray not wide enough for both keyboard and mouse ☐ Mouse platform of tray does not position mouse at same height as keyboard	☐ Remove keyboard tray (make comments) ☐ Modify or replace tray (make comments)

Mouse	☐ Mouse (type)
	  ☐ Shell
	  ☐ Rollerball/Trackball
	  ☐ Vertical
	  ☐ Other
		Mouse
		☐ Mouse location does not allow neutral arm/hand position
		☐ Mouse type does not allow neutral arm/hand position
		☐ Mouse (separate) location does not allow neutral arm/hand position
		☐ Mouse wrist rest limits wrist/arm motion
			Mouse
			☐ Reposition mouse (make comments)
			☐ Change mouse (indicate type):
			  ☐ Shell
			  ☐ Rollerball/Trackball
			  ☐ Vertical
			  ☐ Other (make comments)
			☐ Add gel mouse wrist rest (make comments)
			☐ Remove mouse wrist rest

Mouse Wrist Rest	☐ Yes ☐ No	**Monitor(s)**
		☐ Laptop monitor location does not allow neutral head and neck position
		☐ Separate (laptop or separate) location does not allow neutral head and neck position
			Monitor(s)
			☐ Reposition monitor(s):
			  ☐ Raise monitor(s)
			  ☐ Lower monitor(s)
			  ☐ Move closer
			  ☐ Move farther
			  ☐ Adjust side-to-side
			  ☐ Add monitor stand
			  ☐ Add monitor arm

Monitor	Monitor (number)
	  ☐ One
	  ☐ Two
	  ☐ Other
	If two or more monitors:
	☐ Primary/Primary
	☐ Primary/Secondary
		☐ Monitor position issue:
		  ☐ Too high
		  ☐ Too low
		  ☐ Too far away
		  ☐ Too close
		  ☐ Side-to-side alignment issue
		☐ **Other (comments)**
		Comments
			☐ **Other (comments)**
			Comments

Document Holder	Determine your current ***Document Holder*** status, ***Issues*** and ***Recommendations***. Make any comments needed.	
Document Holder Features	**Issues**	**Recommendation**
Holder in use	☐ Yes ☐ No	☐ Current document holder appropriate ☐ No document holder in use – not needed ☐ No document holder in use – awkward head/neck position ☐ Other (make comments) **Comments**	☐ None ☐ Add landscape format document holder (make comments) ☐ Add portrait format document holder (make comments) ☐ Other (make comments) **Comments**
Format	☐ NA ☐ Portrait ☐ Landscape		
Location	☐ NA ☐ Side of keyboard ☐ Between keyboard/monitor		

Telephone/ Webcam	Determine your current ***Telephone and Webcam*** status, ***Issues*** and ***Recommendations***. Make any comments needed.	
Telephone/Webcam Features	**Issues**	**Recommendation**
Telephone	☐ Handset ☐ Headset ☐ Speaker ☐ Mobile	☐ Telephone type and location appropriate ☐ Telephone located in awkward position ☐ Awkward head/neck position with handset use ☐ Awkward head/neck position with webcam use ☐ Other (make comments) **Comments**	☐ None ☐ Reposition telephone ☐ Add headset to allow for hands-free telephone operation ☐ Reposition webcam (make comments) ☐ Other (make comments) **Comments**
Webcam	☐ Laptop ☐ Separate		

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Storage	Determine your current *Desktop and File Storage* status, *Issues* and *Recommendations*. Make any comments needed.

Storage Features			Issues	Recommendation
Desktop OK	☐ Yes	☐ No	☐ Adequate desktop and file storage	☐ None
File OK	☐ Yes	☐ No	☐ Limited desktop storage	☐ Housecleaning to free up space
			☐ Limited file storage	☐ Secure file or shelf storage unit
			☐ Other (make comments)	☐ Add additional file storage (make comment)
			Comments	☐ Other (make comments)
				Comments

Lighting	Determine your current *Overhead and Task Lighting* status, *Issues* and *Recommendations*. Make any comments needed.

Lighting Features			Issues	Recommendation
Overhead OK	☐ Yes	☐ No	☐ Ambient and task lighting appropriate	☐ None
Task OK	☐ Yes	☐ No	☐ Ambient light level too high	☐ Increase ambient light level (make comments)
			☐ Ambient light level too low	☐ Decrease ambient light level (make comments)
			☐ Task lighting too low	☐ Add desktop task light (make comments)
			☐ Task lighting too high	☐ Remove desktop task light (make comments)
			☐ Other (make comments)	☐ Other (make comments)
			Comments	**Comments**

Workstation Specifications (inches)

Specification	Sit	Stand	Description	Key
Seatpan height:			**Seatpan height**: distance from floor to seatpan (at side of seatpan) with user in chair.	
Seatpan depth:			**Seatpan depth:** distance from back support to front of seatpan and allows for 1.5 to 2" of space between back of knee and front of seatpan.	
Seatpan width:			**Seatpan width:** outside distance from side-to-side of seatpan; allows for 1.5 to 2" between thigh and edge of seatpan.	
Armrest height:			**Armrest height:** distance from top of armrest to floor.	
Armrest width			**Armrest width:** distance between armrests measured from outside edge of each armrest.	
Writing / reading desk:			**Worksurface height:** (writing/reading desk) distance from floor to top surface of worksurface.	
Keyboard / mouse height:			**Keyboard/mouse height:** distance from floor to top surface of platform that keyboard/mouse rest on.	
Monitor height:			**Monitor height**: height from floor to top of monitor screen (not top of monitor bezel).	
Monitor distance:			**Monitor distance:** from eye position (bridge of nose between eyes) to screen.	

Follow-up

Date:	Comments:
Date:	Comments: