

 *Hanover Risk Solutions*

Activity–Based Office Ergonomics Survey

Is your workstation designed so that while working on your computer.....

	YES	NO	NA
You can hold your head straight?			
You can face your computer directly?			
You are not leaning forward or back?			
Your shoulders are relaxed?			
Your hands are about even with your elbows?			
Your arms are relatively close to your sides?			

Is your workstation arranged so that.....

	YES	NO	NA
Your arms, wrists and hands are not pointed up or down?			
Your wrists are straight and not twisted to either side?			
Your upper legs are comfortable?			
Your feet can reach the floor OR you are using a footrest?			
You can vary your tasks during the day?			

	YES	NO	NA
Do you know how to operate all the controls on your chair?			
Does your chair. . . .			
<ul style="list-style-type: none"> • provide good back support? • have a wide enough seat pan? • have armrests? 			
Is there enough room between the front of your seat and the back of your knees?			
Are the keyboard and mouse next to each other?			
Do your wrists have a soft surface to rest on when you are using the keyboard or mouse?			
Can you see your monitor. . . .			
<ul style="list-style-type: none"> • WITHOUT moving your chin UP or DOWN? • WITHOUT moving your chin FORWARD or BACK? • WITHOUT moving your trunk FORWARD or BACK? 			
Is your monitor glare-free?			
Do you have enough legroom at your workstation?			
Can you get your chair as close to your workstation as you want to?			
Do you use the telephone WITHOUT holding it with your shoulder?			
Does all your work equipment function properly?			

▶ To learn more about Hanover Risk Solutions, visit hanoverrisksolutions.com



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