

Things to look for:	Possible solutions, based on further analysis:
Rapid, sustained, or prolonged keying	Greater work variety Aggressive break schedule
Forceful keying, key pounding	Modify behavior Light-touch keyboard
Significant amounts of hand stapling, punching, lifting, opening mail, or other forceful exertions, especially combined with awkward postures	Mechanical aids, such as electric stapler or punch Reduce size of lifted loads Bring heavy loads close to the body, at a medium height Substitute sliding (work surface) or wheeling (floor) Sharpen letter openers
Prolonged mouse use	Greater work variety Aggressive break schedule Alternate hands Alternative pointing devices Arm support Mouse close to body (extended keyboard tray) Learn keystroke shortcuts for menus
Prolonged sitting, especially in only one posture	Greater work variety Take regular breaks Chair that supports posture change, through movement, size, or easy adjustability Modify behavior Move phone to the other side of the office to force standing, or suggest standing when on phone Check chair fit Sit-stand work surface
Lumbar back area not supported	Lumbar cushion Backrest adjusted properly Check chair fit, especially backrest/lumbar height Different chair
Feet dangling, not well supported, or a posture which seems to put pressure on the backs of the thighs	Seat pan adjusted properly (at least 2 fingers between back of knee and start of seat pan) Lower chair Lower work surface Modify behavior Foot rest
Frequent or prolonged leaning or reaching	Bring frequently used items as close as possible to user Bring mouse and keyboard closer to body

Chair backrest not used for long periods	Sit back (put a reminder note on top of your monitor) Check chair fit, especially seat pan depth and height Check leg room Check monitor distance Modify behavior
Twisted torso	Everything straight in line? Rearrange work Provide more knee space U-shaped work surface layout Swivel chair
Working with one or both arms "reaching" toward a mouse or keyboard	Alternative pointing device? Bring keyboard/mouse closer to body Mouse pad, wrist rest, or forearm rest Bring mouse closer to keyboard
Light sources that can be seen by the worker	Cover or shield light sources Rearrange work area Lower other viewed objects to lower field of view
Reflected glare on the screen	Monitor at 90° angle from window Angle monitor down to reduce glare from overhead light Shield light sources Shade or glare screen Lower light levels Move light sources
Too much contrast between screen and surroundings or document; worker feels relief when bright areas are shielded	Lower ambient light levels Turn off or dim task lights Change screen polarity to black on white
Very bright ambient lighting (above 500 lux or 50 fc) or shadowed areas caused by over-illumination	Lower ambient light levels to 200-500 lux (20-50 fc)
Monitor closer than approximately 16"	Push monitor back (at least arm's length away from user) Modify behavior for reclining Computer glasses or an alternative glasses insert Bring keyboard forward, possibly with a keyboard tray

Things to look for:	Possible solutions, based on further analysis:
Different viewed objects (screen, documents) at different distances from the eyes	Use document platform or otherwise equalize distances
Prolonged near focusing throughout the day with few far-focusing opportunities	20/20 rule (look 20 ft away every 20 minutes) Modify behavior Rearrange space to provide view
Monitor image dim, fuzzy, flickering, small, or otherwise difficult to read	Upgrade monitor Use software to enlarge image Control + Scroll on mouse (can enlarge text on some screens)
Shiny, low-contrast, or small-print documents	Improve lighting on documents Control + Scroll on mouse
Forward position of the head (peering) or squinting	Modify behavior Check for monitor image quality problems or monitor distance Suggest consultation with vision specialist
Eyestrain complaints	20/20 rule Check all aspects of visual environment Suggest consultation with vision specialist
Neck extended backwards, head tilted back, even slightly	Remove monitor from risers Remove CPU from under monitor Remove tilt-swivel base from monitor (leave ventilation space) Check for multi-vision glasses and suggest full-frame "computer glasses" or an alternative glasses insert
Neck flexed (downward)	Raise document or monitor to at or below eye level Adjust posture Modify behavior Check glasses for inadequate prescription

Information adapted from F-One Ergonomics of Ann Arbor, Michigan (www.office-ergo.com).



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For additional assistance or to set up a workstation evaluation by a member of the Ergonomics Team, please contact Risk Management at 392-1591.

Ergonomic Checklist

Things to look for:	Possible solutions, based on further analysis:
Cradling telephone leads to sore neck/shoulders	Speakerphone Headset
Elbows splayed out	Natural keyboard Bring chair armrests in closer Remove armrest Lower workstation
Raised or tensed shoulders	Lower armrests Raise chair (compensate with footrest to get a better level with work surface) Lower workstation Lower keyboard tray to better level
Turning head to the side	Make sure monitor, keyboard & documents are straight in line, directly in front of user Document platforms
On the phone for long periods (or for more than 2+ hours/day)	Speakerphone Headset
Forearm or elbows resting for lengthy periods on hard surface	Pad armrests or surface
Wrists or palms resting on hard or sharp surfaces	Wrist rest (gel wrist rest preferred)
Wrists bent back (extended) or forward (flexed) for prolonged periods	Modify behavior Wrist rest Lower, raise, or change slope of the keyboard
Wrists or palms resting for long periods on hard or sharp keyboard or work surfaces	Modify behavior Wrist rest Padded or rounded surfaces, corners
Hands held actively over the keyboard during keying pauses	Armrests / wrist rest Modify behavior

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Environmental Health & Safety, Risk Management