

## Work from home Ergonomics Self-Assessment

Item	Desk Chair	Yes	No	Suggested Actions if “No”
1.	The chair is stable, comfortable, and working appropriately.			Create a standing station and alternate your positions throughout the day. The chair with five wheels allows a good balance, and the person can move the chair in any direction.
2.	When leaning against the backrest, the feet should be fully supported by the floor.			Add a footrest, or use books/boxes as needed.
3.	The chair should provide support for the lower back.			Add a lumbar cushion, or use a rolled towel behind the low back.
4.	The user can sit without the chair edge pressing into the thighs or the backside of the knees when using the backrest.			Use a footrest to raise the feet slightly. Or, add a cushion to the backrest to make the seat pan smaller.

Item	Keyboard, mouse, monitor, and laptop	Yes	No	Suggested Actions if “No”
5.	The elbows should stay close to the user’s sides, and the wrists are mostly neutral (not bent) when using the keyboard and mouse.			Adjust the position of the workstation, keyboard, and chair. Choose the keyboard with foldable feet, which allows the user to tilt it if necessary. Always check the wrist posture.
6.	The mousing hand and arm feel good, without aches or pains.			Move the mouse to the same level and next to the keyboard, and take a rest if necessary.
7.	Adjust the brightness, contrast, and font size of the screen, so the eyes are comfortable when looking at the screen.			Adjust the settings on the monitor, and do the eye exercises as illustrated below.
8.	The monitor is located directly, and the user can lean against the backrest and see the screen clearly without leaning forward.			Three main criteria about the monitor position: 1, Distance - Place the monitor an arm’s length away from the user; 2, Height - Position the monitor(s) so that the user’s eyes focus on the top one-third of the screen; 3, Position – The user should position himself/herself in the middle of the screens depending on the frequency of use.
9.	Use the laptop or tablet for long periods.			Search for appropriate laptop or tablet accessories, such as a separate keyboard and mouse.

Item	Work surface	Yes	No	Suggested Actions if “No”
10.	Sufficient legroom under the desk.			Remove unnecessary items under the desk that encroaches into the leg space or compromises the user’s posture.
11.	Frequently used items should be located close to the user.			Rearrange the workstation.

Item	Wellness and safety	Yes	No	Suggested Actions if “No”
12.	Locate any trip hazards around the work area, such as wiledy cables, mats, piles of things on the floor, etc.			Prevent slips, trips, and falls with good housekeeping.
13.	Take mini-pauses to relieve static posture and to rest the eyes.			See the illustration below.

Item	Eye and musculoskeletal exercise	Yes	No	Suggested Actions if “No”
14.	Eyestrain and tearing that caused by reading or looking at a computer screen for too long.			Perform three eye exercises: 1, Eye Comfortable Exercise: by blinking, yawning, and exposing the eyes to natural light. 2, Eye Movement Exercise: by closing the eyes, moving eyes gently from up to down, and left to right. 3, Focus Change Exercise: by moving the position of the finger a few inches away from eye, to an arm-length distance.
15.	Tired or muscle fatigue that caused by keeping the same seating/working posture for too long.			Perform musculoskeletal exercises: 1, Deep breathing for at least three times. 2, Perform side and diagonal neck stretch for three cycles, at least 15 seconds each. 3, Perform shoulder shrug by rotating the shoulders back and down, repeat 10 times. 4, Perform foot rotation by rotating each foot from the ankle, three times in one direction, then three times in the opposite direction. 5, Perform handshake by shaking hands downward gently. 6, Perform wrist stretch by pulling the hands backward with the other hand, then pull downward and hold for 20 seconds.