

Flow chart of Ergonomic assessment		Advice	
<b>1) Elbow 90 deg position, forearms approx. horz with desk</b>	Desk height too low	Desk height can be raised Desk height can't be raised	Raise desk height Change to a higher desk
	Desk height too high	Desk height can be lowered	Lower the desk height
		Seat height can be raised	Raise the seat height
		Seat height can't be raised	Change the seat that can be raised
<b>2) Knees at about 90 deg, thighs parellel and feet supported (preferably on the floor)</b>	Seat height too high	Seat height can be lowered WITHOUT effecting desk height Seat height CAN be lowered AND effects desk height Seat height CAN'T be lowered WITHOUT effecting desk height Seat height CAN'T be lowered AND effects desk height	Lower the seat height Use a footrest/foot stool to raise the knees to about 90 deg Replace the seat to lower the knees to ~ 90 deg Use a footrest/foot stool to raise the knees to about 90 deg
	Seat height too low	Seat height CAN be adjusted Seat height CAN'T be adjusted	Raise the seat height Change the seat that can be raised OR replace the seat that can be raised OR is higher
<b>3) Seat length (Small gap (2 fingers) between back of knee and front of seat base)</b>	Seat length TOO long		Place a Pillow in front of the back rest OR bring it forward
	Seat length TOO short		Replace the chair, it is too short
<b>4) Back rest support whole of spine AND Neck support AND slight reclined (10-20deg from vertical)</b>	Back rest DOESN'T support whole of spine Back rest DOES support whole of spine NO Neck support		Replace the chair, the back rest doesn't support whole of spine Add a neck support to the back rest Add a pillow in front of back rest
	Back rest DOESN'T recline 10-20 deg		
<b>5) Forearm support (10-25 cm for mouse/keyboard from the edge of the desk)</b>	Arm rests in the way, stopping this from happening		Remove or lower arm rests so that they are no longer in the way
<b>6) Distance to screen approx arm's length</b>	Screen can be moved		Bring the screen to about arm's length Bring the laptop to about arm's length AND atatch an external keyboard
	Working on a laptop		
<b>7) Top of screen 1/3 above eye level -good neck posture with 30 deg neck tilt</b>	Can adjust the screen height		Adjust the screen height
	Monitor not directly in front		Bring the monitor directly in front
<b>8) Keyboard angle - Reduce as appropriate to prevent stress on the wrists</b>	Can adjust angle of the keyboard		Adjust the angle of the keyboard
	Can a wrist support be supplied		Add a wrist support if desired
<b>9) Mouse - Ensure you are not overreaching for your mouse, keeping it adjacent to your keyboard and elbow by your side</b>	Can adjust the position of the mouse		Adjust the position of the mouse to avoid overreaching
	Can provide gel wrist rest for mouse		Add a wrist support near the mouse if desired

<b>10) Screen, document holder, keyboard centrally aligned</b>	Is a second screen required Is a document holder required for reading documents  Is the keyboard NOT central	Add a second screen  Add a document holder Place the keyboard in the centre
<b>11) Storage</b>	Is there NOT enough space for commonly used items  Does have to twist/bend for shelving and cupboards	Clear the immediate desk space for commonly used items  Ensure enough storage space that does not require bending/twisting
<b>12) Telephone</b>	Holds the phone between ear and shoulder	A telephone headset may be needed to avoid holding phone to ear
<b>12) Environment</b>	Temperature can NOT be adjusted as needed  Adequate lighting NOT provided  Adequate noise control NOT provided	Ensure the temperature can be adjusted to a comfortable setting  Ensure there is adequate lighting over the desk/work area  Ensure there is only the appropriate amount of noise in the office/work area