



## Office Ergo Education Checklist

This Office Ergo Education Checklist is designed as an orientation tool and can be used when showing staff/faculty how to set up their workstation. Please refer to the [Office Ergo Rep Assessment Form](#) if conducting a full assessment.

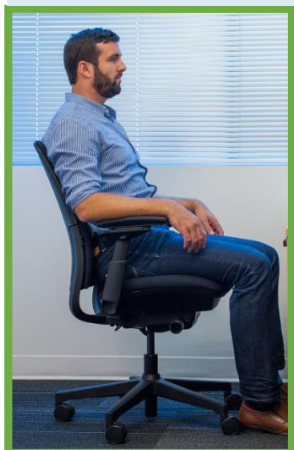
Contact the ergonomics program if you have any concerns and/or if you are unsure if the chair is a suitable office chair.

Staff/Faculty Name: \_\_\_\_\_ Office Ergo Rep Name: \_\_\_\_\_

### General Info

- ☐ Provide link to [Ergo Workshops](#) –staff/faculty are encouraged to attend a workshop as a first step
- ☐ Provide link to UBC's [online office ergonomics](#)—provides step by step information on how to adjust workstation, including resources for remote work.
- ☐ Provide info on how to request a formal [ergonomics assessment](#).
- ☐ Provide contact [ergonomics.info@ubc.ca](mailto:ergonomics.info@ubc.ca). Staff/Faculty can contact the program directly.

### Chair Positioning



- ☐ Provide education on how to adjust seat height, seat depth, backrest angle, height of lumbar support and armrest height
- ☐ Review importance of sitting with buttocks at the back of chair and using backrest for support
- ☐ Review importance of getting up 1-2x per hour
- ☐ Provide staff with PDF/Video chair instructions, if available
- ☐ Contact the Ergo Program if you are unsure if the chair meets minimum standards. Refer to online [checklist](#) and [examples](#) of suitable chairs, if necessary

Comments:



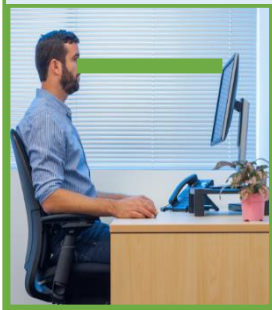
### Keyboard/Mouse Positioning



- ☐ Provide education on proper positioning of keyboard and mouse
- ☐ Place keyboard and mouse just below elbow level
- ☐ Demonstrate how to adjust keyboard tray height, if applicable
- ☐ Review importance of resting palm on mouse and keeping wrist straight when moving mouse; avoid planting wrist
- ☐ Position keyboard flat to promote a neutral wrist posture

Comments:

### Monitor Positioning



- ☐ Provide education on proper monitor positioning
- ☐ Position monitor arm's length away (20 to 40") with the top line of text at eye level
- ☐ If using 2 monitors, center with primary monitor or if using both monitors equally, center in the middle of both
- ☐ Review importance of looking 20 feet away for 20 seconds every 20 minutes
- ☐ Provide link to [visual ergonomics](#)

Comments:

**Additional Comments:**