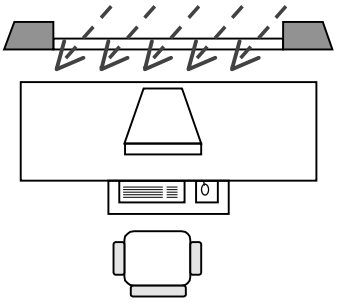
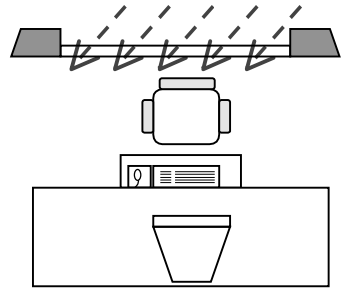
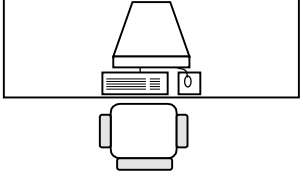
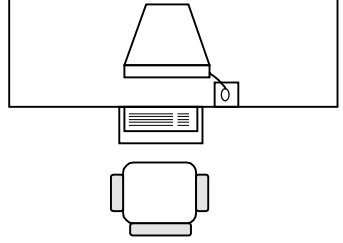
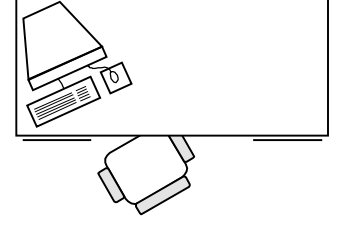
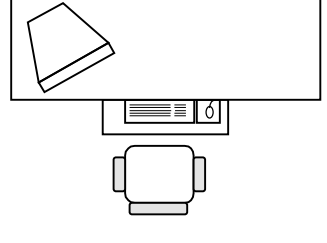
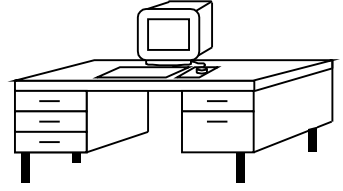

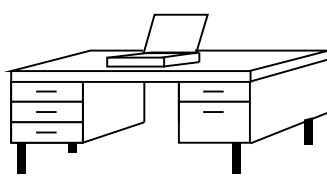



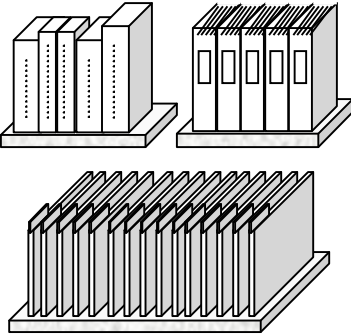
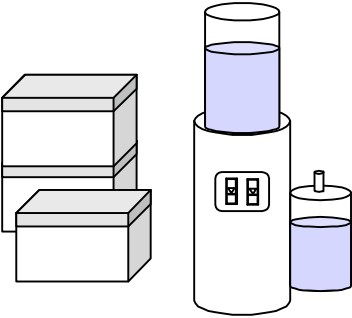
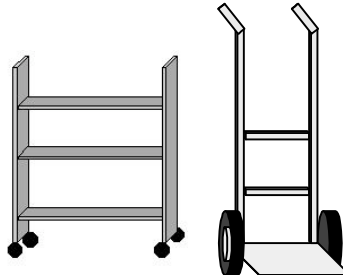
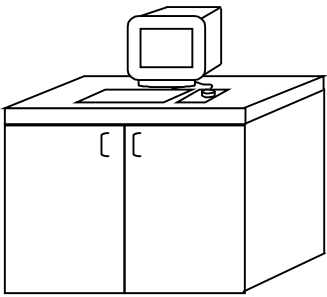
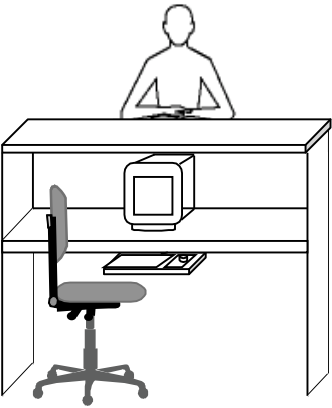
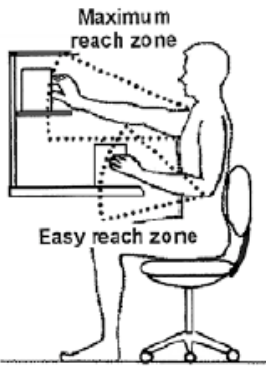


# Ergonomic Check Sheet

## Local Safety Committee Inspections

This check sheet will assist in the identification of potential “ergonomic hazards”. Please note these potential hazards on the Building Inspection Report Form. Potential solutions to these hazards can be found on the Occupational Health and Safety web site.

		
<p>1. Monitor placed in front of window.</p>	<p>2. Monitor facing the window.</p>	<p>3. Computer and keyboard on shallow (less than 24”) work surface.</p>
		
<p>4. Mouse located at a different height than the keyboard.</p>	<p>5. Computer placed in corner of desk.</p>	<p>6. Monitor placed in corner with keyboard and mouse in center.</p>
		
<p>7. Keyboard and mouse placed at desk height.</p>	<p>8. Monitor placed on top of CPU.</p>	<p>9. Laptop computer used at desk height and without external keyboard and mouse.</p>

		
<p>10. Four castor chair.</p>	<p>11. Chair with limited adjustment.</p>	<p>12. Five castor chair with backrest poorly adjusted.</p>
		
<p>13. Heavy books or binders, and/or large quantity of files.</p>	<p>14. Heavy items requiring lifting.</p>	<p>15. Carts, hand trucks, etc. Indication of manual handling.</p>
		
<p>16. Standing workstation. Check for footrest, knee/foot clearance, reaches, stools and height suitability.</p>	<p>17. Student/client services workstation. Check monitor height, reaching (vertical &amp; horizontal), and neck posture.</p>	<p>18. Seated workstation with items located outside the maximum reach zone.</p>
<p>Also note if the room occupant:</p> <p>19. Is currently experiencing symptoms that may be related to an “ergonomic hazard”.</p> <p>20. Wears multi-focal glasses and is currently experiencing symptoms.</p> <p>21. Has concerns regarding musculoskeletal injury prevention (ergonomics).</p>		