

Office Ergonomics Checklist



BENEFITS

Certain workplaces, such as construction sites, manufacturing operations and mines, are full of serious safety hazards. In contrast, office buildings and the office spaces within other types of workplaces may seem hazard-free. But office spaces do have safety hazards. Some of the most common hazards in offices are related to ergonomics and can cause repetitive stress or musculoskeletal injuries (MSIs) injuries due to poor workspace design and related factors.

HOW TO USE THE TOOL

Have office workers complete this checklist to assess their workstation layout and posture to help reduce the risk of MSIs. Make sure that you address any hazards or issues they identify, using either the actions suggested in the form or other measures.