



## OFFICE CHECKLIST

Checklists as diagnostics and solution-finders aren't very successful, but they can be used as learning tools. Below is one that has been successful in helping people "sharpen their eye" in looking for risk factors. Possible solutions to each problem are also listed. There are almost always SEVERAL ways to fix a given problem. Once you have identified potential risk factors, habit training is the best way to successfully resolve these potentially harmful circumstances.

<i>Things to look for:</i>	<i>Possible Solutions depending on further analysis:</i>
Prolonged hunched or elevated shoulder while holding the phone or Elbow flexed for long periods using the telephone	Telephone headset and speakerphone
Elbows splayed out (shoulder abduction)	Lower work surface, lower chair armrests Bring chair armrests in closer Awareness and habit training
Raised or tensed shoulders	Habit or tension training Lower work surface or keyboard, lower chair armrests and raise chair, if foot contact With the floor can be maintained
Twisting the head to the side	Bring viewed item closer to centerline of view
Elbow or forearm resting for long periods on hard or sharp work surface, chair armrests	Pad or round surfaces, corners, and armrests Replace armrests Telephone headset
Wrists bent to the sides when using side keys	Keyboard with more accessible keys or split keyboard design
Wrists bent back (extended) or forward (flexed) for prolonged periods	Wrist rest Lower, raise, or change slope of the keyboard
Hands held actively over the keyboard during keying pauses	Wrist or forearm rest
Rapid, sustained, or prolonged keying	Greater work variety and aggressive break schedule Reduce overt
Forceful keying, key pounding	Light-touch keyboard
Significant amounts of hand stapling, punching, lifting, opening mail, or other forceful exertions, especially combined with awkward postures	Mechanical aids, such as electric stapler or punch Reduce size of lifted loads Bring heavy loads close to the body, at a medium height Substitute sliding (work surface) or wheeling (floor) Sharpen letter openers
Prolonged mouse use	Learn keystroke substitutes for menus Greater work variety and aggressive break schedule Alternate hands and alternative pointer devices Arm support, including small table Mouse close to body (extended keyboard tray)
Feet dangling, not well supported, or a posture which seems to put pressure on the backs of the thighs	Lower chair, Lower work surface Foot rest (last resort)

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<i>Things to look for:</i>	<i>Possible Solutions depending on further analysis:</i>
Chair backrest not used for long periods	Check chair fit, especially seat pan depth and height Check leg room, check monitor distance
Twisted torso	Rearrange work (U-shaped work surface layout, Swivel chair) Provide more knee space
Frequent or prolonged leaning or reaching	Rearrange work, mouse pad wrist or forearm rest Bring mouse and keyboard closer to body
Working with one or both arms "reaching" toward a mouse or keyboard	Bring keyboard closer to body, bring mouse closer to keyboard Mouse pad wrist or forearm rest
Light sources that can be seen by the worker	Rearrange work arena to cover or shield light sources Lower other viewed objects to lower field of view
Reflected glare on the screen	Shield light sources, shade screen or anti-glare screen Move monitor so light enter from side angle, not back Lower light levels or Move light sources
Too much contrast between screen and surroundings or document; worker feels relief when bright areas are shielded	Lower ambient light levels Turn off or dim task lights Change screen polarity to black on white
Very bright ambient lighting (above 500 lux or 50 fc) or shadowed areas caused by over-illumination	Lower ambient light levels to 200-500 lux (20-50 fc)
Monitor closer than approximately 40 cm (16")	Push monitor back, bring keyboard forward (with a keyboard tray) Habit training for reclining Computer glasses
Different viewed objects (screen, documents) at different distances from the eyes	Use document stand or otherwise equalize distances to within about 10 cm (4")
Screen or documents not oriented perpendicular to the line of sight	Change monitor, document stand angle
Prolonged near focusing throughout the day with few far-focusing opportunities	Rearrange space to provide view Introduce glazing
Monitor image dim, fuzzy, flicker, small, or otherwise difficult to read	Upgrade monitor Use software to enlarge image
Shiny, low-contrast, or small-print documents	Improve lighting on documents if documents cannot be changed
Forward position of the head (peering) or squinting	Check for monitor image quality problems or monitor distance Suggest consultation with vision specialist
Eyestrain complaints	Check all aspects of visual environment Suggest consultation with vision specialist
Neck extended backwards, head tilted back, even slightly	Remove CPU from under monitor Remove tilt-swivel base from monitor (leave ventilation space) Check for bifocals & suggest full-frame "computer glasses" prescription
Neck flexed (downward)	Raise document or monitor to a comfortable height Adjust posture Check glasses for inadequate prescription