

Home Office & Ergonomic Assessment

Assess the adequacy and safety of the workspace:

- Is the space quiet and free of distractions?
- Is there enough light for reading?
- Is the space crowded with furniture?
- Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?
- Are aisles and doorways free of obstructions?
- Are floor surfaces clean, dry, level, and free of worn or frayed seams?
- Are carpets well secured to the floor and free of worn or frayed seams?
- Is the office space neat, clean, and free of combustibles?
- Is the space well ventilated?
- Do chairs have working wheels and sturdy rungs and legs?
- Are sensitive electrical devices such as computers connected to a surge protector?
- Are all circuit breakers or fuses in the electrical panel labeled?
- Do circuit breakers clearly indicate if they are in open or closed position?
- Is all electrical equipment free of hazards (e.g. frayed wires, loose wires, exposed wires)?
- Are phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?
- Are electrical outlets 3 pronged (grounded)?
- Are all stairways with 4 or more steps equipped with handrails?
- Are the electrical cords and phone lines secured under a desk or alongside a baseboard?
- Is there a working smoke detector detectable from the workspace?
- Is there a fire extinguisher in the home easily accessible from the office space?

Assess the workspace ergonomics:

- Is the chair adjusted to best suit the teleworker's position at the desk?
- Is the chair's backrest adequately adjusted to support teleworker's back?

MORE

- Is the chair adjusted so that the teleworker's feet are on the floor or supported by a footrest?
- Is the chair's seat long enough and wide enough to support the teleworker's hips and thighs?
- Is the keyboard within easy reach?
- Is the most frequently used section of the keyboard positioned directly in front of the teleworker?
- Is the monitor centered directly in front of the teleworker above the keyboard?
- Is the monitor properly adjusted so that it is easy to read the text on the screen?
- Does the teleworker sit at least an arm's length away from the screen?
- Does the teleworker use a document holder when working from document to screen?
- Does the teleworker have adequate leg room at the desk?
- Is the monitor positioned so that the top of the screen is at eye level and free from noticeable glare?
- If there are armrests, do they allow the teleworker to rest his or her arms comfortably?
- Can the teleworker pull up close to the desk or keyboard without hitting your armrest?
- When typing, does the teleworker keep his or her forearms close to parallel with the floor and wrists relatively straight?
- Is the telephone located within easy reach?
- Does the teleworker use a headset and/or speaker phone to avoid cradling the handset?

