

Workplace Ergonomics Safety Inspection Checklist

A **workplace ergonomics safety inspection checklist** helps identify potential ergonomic hazards and ensures a safe, comfortable working environment. It covers workstation setup, posture, and equipment adjustments to prevent strain and injury. Regular use of this checklist promotes employee health and productivity.

Employee Information

- Name: _____
- Date: _____
- Department: _____
- Location: _____

Workstation Setup

- ☐ Chair height allows feet to rest flat on the floor.
- ☐ Knees are at a 90-degree angle.
- ☐ Backrest provides lumbar support.
- ☐ Desk height aligns with elbow level when typing.
- ☐ Adequate legroom under desk.

Monitor & Display

- ☐ Monitor is directly in front of user.
- ☐ Top of screen is at or slightly below eye level.
- ☐ Monitor is 18-30 inches from eyes.
- ☐ No glare or reflections visible on screen.

Input Devices

- ☐ Keyboard and mouse are at the same height.
- ☐ Wrists are straight and relaxed while typing or using mouse.
- ☐ Frequently used items are within easy reach.

Work Practices

- ☐ Employee takes regular breaks or changes position frequently.
- ☐ Employee practices proper lifting techniques if necessary.
- ☐ Employee reports musculoskeletal discomfort promptly.

Additional Notes / Recommendations

Inspector Signature: _____ Date: _____