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	STANDARD: **OSHA General Duty Clause Section 5(a)(1) & ISO 11226**	AUDIT FREQUENCY: **Semi-Annual Audit**

Workplace Ergonomic Assessment Inspection Checklist

Operational Scope: This inspection checklist establishes operational criteria for evaluating office workstation ergonomics to mitigate musculoskeletal disorder (MSD) risks. It ensures facility compliance through systematic verification of seating, display, and peripheral adjustments.

MANDATORY PPE:	Anti-Fatigue Matting (for sit-stand workstations), Document Holder, Ergonomic Footrest, Ergonomic Vertical Mouse, Split Mechanical Keyboard
PREREQUISITES:	Verify adjustable desk and chair height mechanisms are fully functional prior to assessment. | Ensure employee workstation is occupied and configured in its standard daily operating posture. | Review previous ergonomic ticket submissions and corrective action logs.

SEATING AND CHAIR ADJUSTMENTS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Seat Height Adjustment**	Feet rest flat on the floor or a footrest, with knees bent at a 90-to-100-degree angle.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Lumbar Support**	Lumbar cushion contours correctly into the inward curve of the user's lower back without creating pressure points.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Armrests**	Armrests are adjustable in height and width, allowing shoulders to relax and elbows to flex at approximately 90 degrees.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
4	**Seat Pan Depth**	A two-to-three finger gap exists between the front edge of the seat pan and the back of the user's knees.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

MONITOR, KEYBOARD, AND PERIPHERAL PLACEMENT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Monitor Viewing Height & Distance**	Top line of the computer screen is at or slightly below eye level, positioned 20 to 28 inches away from the user's face.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Keyboard and Mouse Position**	Input devices are located directly in front of the user, allowing wrists to remain in a neutral, straight posture without extension.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Document Holder Alignment**	Source documents are positioned adjacent to the monitor at the same height and distance to eliminate repetitive neck twisting.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**

ENVIRONMENTAL AND SIT-STAND ERGONOMICS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Task Lighting and Glare Control**	Workstation lighting minimizes screen glare and reflections; task lamps are adjustable and free of flicker.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Sit-Stand Desk Mechanics**	Electric or pneumatic sit-stand desk transitions smoothly through its full range of motion without pinching hazards or cord binding.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Under-Desk Clearance**	Leg space under the desk is completely free of CPU towers, boxes, or obstructions that restrict natural postural shifts.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Ergonomics Specialist / Facility Inspector Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Safety Supervisor / Operations Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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