

## Workstation Checklist for Proper Ergonomic Setup

### Chair

Preferred	Yes	No	If NO, do the following:
Thigh parallel to floor when seated	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Raise/lower chair height</li> <li>• Add/remove footrest</li> </ul>
Feet on floor	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Raise/lower chair height</li> <li>• Add/remove footrest</li> <li>• Limit shoe heel height</li> </ul>
Two to three finger breadth between knee and front edge of seat pan	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Use footrest</li> <li>• Adjust seat depth</li> </ul>
Adequate back support	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Contact supervisor to review</li> </ul>
Shoulders relaxed and level	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Adjust/eliminate arm rest</li> <li>• Raise/lower chair height</li> <li>• Raise/lower workstation height</li> <li>• Raise/lower keyboard height</li> </ul>
Elbows at 90°	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Adjust/eliminate arm rest</li> <li>• Raise, lower chair height</li> <li>• Raise/lower workstation height</li> <li>• Raise/lower keyboard height</li> </ul>
Seat pan well padded	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Contact supervisor to review</li> </ul>
You know how to operate your chair	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Review instruction manual</li> </ul>
Desk height is equal to seated elbow height	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Raise/lower chair height</li> </ul>
Adequate space	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Organize desktop surface</li> <li>• Arrange cabinets to minimize body twisting</li> </ul>
Minimal reaching above the shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Stand to reach overhead binders</li> </ul>
Minimal reaching below the shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Place frequently used binders on desk</li> <li>• Arrange cabinets/pedestal to minimize body twisting</li> <li>• Remove clutter under desk</li> </ul>

## **Keyboard**

<b>Preferred</b>	<b>Yes</b>	<b>No</b>	<b>If NO, do the following</b>
Relaxed arm position during keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Raise/lower keyboard height</li> </ul>
Wrists in line with forearm	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Check chair height</li> <li>• Check keyboard height and tilt</li> <li>• Obtain wrist support</li> </ul>
Neutral wrist deviation	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Review typing skills</li> <li>• Obtain split keyboard</li> </ul>
Relaxed fingers	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Relaxation exercises</li> </ul>
Upright torso	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Adjust keyboard height</li> <li>• Move closer to keyboard</li> <li>• Raise/lower chair height</li> <li>• Adjust posture</li> </ul>
Light touch for keyboard input	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Relaxation exercises</li> <li>• Review keyboard functioning</li> </ul>

## **Mouse**

<b>Preferred</b>	<b>Yes</b>	<b>No</b>	<b>If NO, do the following</b>
Easy reach	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Move closer to work surface</li> <li>• Position mouse closer to keyboard</li> <li>• Adjust mouse sensitivity</li> <li>• Use sensor mouse on split keyboard (if available)</li> </ul>
Wrists in line with forearm	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Adjust mouse height</li> <li>• Use mouse wrist pad</li> </ul>

## Monitor and document

Preferred	Yes	No	If NO, do the following
Head neutral posture	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Raise/lower monitor</li> <li>• Use computer-specific glasses</li> </ul>
Eyes looking forward	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Position screen in front of you</li> <li>• Position document in front or beside the monitor</li> <li>• Make sure the document holder is on the same side as your dominant eye</li> </ul>
Monitor is just beyond your reach when you stretch arm out directly in front	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Adjust distance of monitor</li> </ul>
Adequate back support	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Contact supervisor to review</li> </ul>
Upper torso relaxed against chair back	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Contact supervisor to review</li> </ul>
Document and monitor same distance and height from eyes	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Adjust monitor and/or Document position</li> </ul>
Glare minimized	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Tilt monitor slightly down</li> <li>• Adjust monitor brightness</li> <li>• Close blinds</li> <li>• Adjust lighting</li> <li>• Use anti-glare screen</li> </ul>

## Telephone

Preferred	Yes	No	If NO, do the following
Neck/head centered	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Use a headset</li></ul>
Easy reach	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Place phone closer to you</li></ul>

## Job Variety

Preferred	Yes	No	If NO, do the following
Visual rest every 30 minutes	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Look away from your monitor and focus on a distant object every 30 minutes</li></ul>
Regular stretch break	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Move your back, neck and shoulder at least every 10 minutes</li></ul>
Varying tasks	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Alternate tasks within a job to minimize repetition</li></ul>