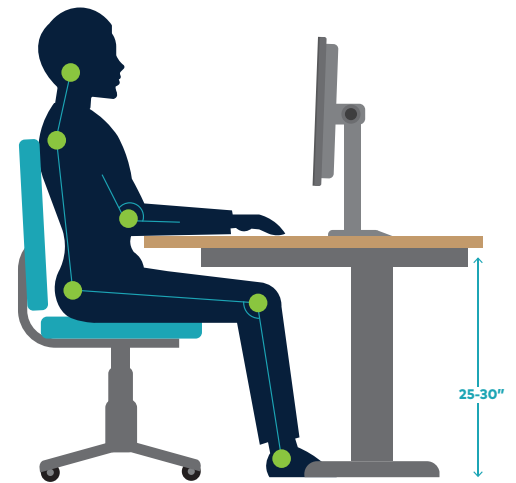


PERSONAL WORKSTATION ERGONOMICS CHECKLIST



CHAIR ADJUSTMENT:

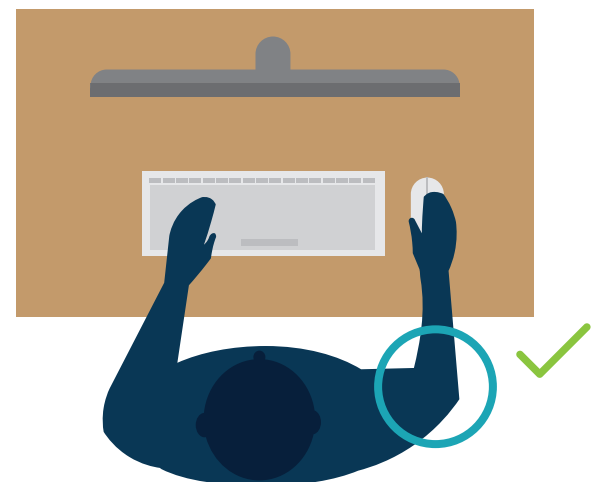
- 1.** Is your chair adjusted so that your feet are flat on the floor (not crossed) and your knees are bent at a 90° angle?
- 2.** Does your chair have lumbar support, meaning your lower back is supported?
- 3.** Is there room between your knee crease and the front edge of your seat?
- 4.** Are your shoulders and arms relaxed with elbows comfortably placed by your sides?
- 5.** Are you able to reach your workstation without your arm rests getting in the way?



By sitting in a chair with support and having your legs placed at 90°, you are protecting your spine and increasing circulation to your legs. Sitting for long periods of time can be detrimental to your health, but you can limit pain and tightness by having a proper set up when working from a sitting position.

KEYBOARD + MOUSE ADJUSTMENT:

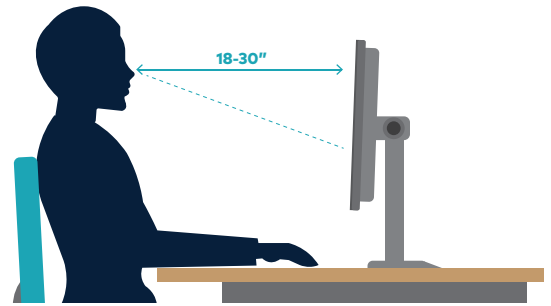
- 6.** Are your upper arms relaxed at your sides rather than stretched out in front of you?
- 7.** Are your arms placed at your workstation a 90° angle or greater?
- 8.** Are your shoulders relaxed without tension and not elevated?
- 9.** Can you adjust your workstation so that your keyboard and mouse are at elbow level?
- 10.** Are your wrists in line with your forearms when typing or using your mouse?
- 11.** Is your mouse at the same level and close to your keyboard?



Keeping your wrists in line with your forearms will prevent any joint strain and pain. If possible, consider adding a padded wrist rest to help support your wrists in a straight and neutral position.

MONITOR ADJUSTMENT:

- 12.** Is the top of your computer screen at or just below eye level?
- 13.** Is the viewing distance to your computer between 18 and 30 inches?
- 14.** Can you adjust your room lighting so that it is not too bright or too dim?
- 15.** Is your monitor protected from outside glare?



The top of your computer screen should be at or just below eye-level. If you wear bifocals, avoid squinting or tilting your head to read through the lower portion of your glasses to prevent neck, shoulder, and back discomfort. Glasses specifically designed for viewing a monitor for extended periods of times might be necessary to alleviate eye strain.

WORKSTATION ACCESSORIES:

- 16.** Are you able to use a headset if talking on the phone often?
- 17.** Do you have space to organize your documents and notes?
- 18.** Are your office supplies within reach while at your workstation?
- 19.** Can you comfortably write at your workstation without having to find space?
- 20.** Is your workspace free of distractions such as TV, pets, or other family members?



Using a headset allows you to type and take notes while on the phone and eliminates the need to cradle the phone between your ear and neck, which can cause neck, shoulder, and back discomfort. Make sure that you can access all your workstation accessories at your desk or nearby. Staying organized will keep you focused and on task throughout your day. One way to increase desk space is to purchase a keyboard tray.

WORK HABITS:

- 21.** Do you take regular, short breaks throughout your day to refocus and reduce fatigue?
- 22.** Do you work regular hours without working overtime or at times when you may not be able to connect with others?
- 23.** Are you able to handle your workload without any additional stress?
- 24.** Do you schedule times throughout your day to eat healthy meals/snacks + exercise/stay active?
- 25.** Are you comfortable and without pain while working?

Taking breaks throughout the day helps to prevent fatigue and strain to your eyes. Micro-breaks also allow your mind to refocus. Changing positions periodically helps maintain blood flow and reduces stiffness. Make sure that you have a comfortable workspace free from distractions that would prevent you from getting your work completed in a timely manner. Set a time limit for yourself so that you are not working overtime or are interfering with your home life. Finally, if you are experiencing any pain, be sure to stretch often and seek medical attention if necessary.

If you answered "NO" to any of the questions above, analyze how you can adapt your environment to create an ergonomically healthy workstation.