

Office Ergonomics Checklist

By Alex Strickland

- ☐ Chair Adjustment
 - ☐ Your chair is height adjustable.
 - ☐ Your chair supports your lower back.
 - ☐ There is room between the front edge of the chair seat and the back of your knees.
 - ☐ You can easily reach your work without interference from the arms of your chair.
 - ☐ When using the keyboard or mouse, you are able to keep your arms in a comfortable position with elbows in at your sides.
 - ☐ Your feet rest flat on the floor or footrest.
 - ☐ When you sit upright in your chair, your thighs are approximately parallel to the floor.
 - ☐ Your chair has an upright locking feature.
- ☐ Keyboard Adjustment
 - ☐ Your keyboard and mouse are at approximately elbow height.
 - ☐ Your arms are in near your trunk rather than stretched out in front of you.
 - ☐ There is at least an inch of clearance between the bottom of your work surface and the top of your thighs.
- ☐ Monitor Adjustment
 - ☐ Your monitor is more-or-less in front of your keyboard rather than off to the side.
 - ☐ The viewing distance to your computer monitor is at least 18 inches.
 - ☐ The top of the computer screen is below eye level.
 - ☐ Your computer monitor is protected from excess glare.
 - ☐ Your monitor screen is more-or-less perpendicular to your normal line-of-sight.
 - ☐ If you wear bifocals or trifocals, you are able to look at the monitor without tilting your head backward.
- ☐ Workstation Accessories
 - ☐ Your primary work materials are located in front of you.
 - ☐ Your most frequently accessed items are easy to reach.
 - ☐ You have a document or copy holder to hold reference material.

☐ Work Habbits

- ☐ Move your hands away from the keyboard and/or mouse as work allows.
- ☐ Take short, frequent breaks.
- ☐ Avoid end-of-year or end-of-cycle 'crunches' by starting work sooner or getting assistance.