

# 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.