

Workstation Checklist

By Jake R Brady

- Workstation Preparation
 - Have a desk that is big enough to handle your business.
 - Place feet flat on the floor and adjust chair as needed.
 - Adjust the chair height, the keyboard tray and desk height.
 - Adjust the monitor and keyboard so they are in front of you.
 - Adjust the monitor so that it is an arm length away.
 - Raise or lower the monitor height as needed.
 - Adjust the brightness and contrast settings of the screen.
 - Use an anti-glare screen in front of your monitor.
 - Have the mouse and keyboard on the same surface.
 - Your wrists should be straight and 'float' above the keyboard.
 - Adjust lighting or move your computer perpendicular to the window.
 - Move more frequently used items within reach.
 - Move less frequently used items out of your workspace.
- While Working
 - Check each morning to see what might need to be restocked.
 - Check your mail daily and go thru it at the time it is delivered.
 - Keep your workspace clear of clutter and debris.
 - Use storage bins with labels.
 - Keep your hands and fingers relaxed when typing.
 - Take frequent rest and stretch breaks as well as mix job tasks.