

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.