Workstation Checklist

Created: 12/26/2011

# Tasks:

☐ **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.**