

WorkStation Checklist

- Head & Neck** - Upright and relaxed balanced between shoulders.
- Eyes** - About an arm's length or more from screen.
- Hands & Wrists** - Relaxed and straight without bending up, down or sideways.
- Lower Back** - Supported by chair's forward curve or lumbar roll.
- Knees** - At about hip level - may be slightly higher or lower depending on comfort and preference.
- Feet** - Flat on floor or footrest; legs uncrossed. Legs can move freely under desk.
- Monitor** - Centered directly in front; free of glare. Top of screen slightly above eye level.
- Document Holder** - Close to screen and at same height.
- Keyboard** - Low enough so arms hang naturally at sides; elbows close to body.
- Design** - Sufficient space for computer, keyboard, mouse, and hard copy.
- Monitor Space** - Sufficient depth to place the keyboard in front of the monitor.
- Height** - Be able to comfortably fit your legs under the table.
- Depth** - Be able to sit close to your work without your legs contacting a shelf or other obstruction.
- Hard Edge** - Desktop should have rounded, smooth edges.
- Seat Height** - Adjusted to allow you to place feet on floor or footrest with thighs parallel to the floor.
- Back Rest Design** - Adjustable for height and angle to allow support of the your lumbar spine.
- Lumbar Support** - Backrest supports the lumbar spine of the employee.
- Adjustability** - Easily adjustable from a seated position.
- Arms** - Height adjustable, padded chair arms available.
- Chair Base** - Needs a five star base.
- Condition** - Well maintained. No fabric tears or broken casters.
- Comfortable** - Comfortable to you.
- Adjusting the Chair** - Know how to make adjustments to the chair.
- Seat Width** - No more or less than two to three inches between your legs and the chair arms or edge.
- Seat Depth** - No more or less than two to three inches from the seat pan front to the back of your knees.
- Position** - Keyboard and mouse located to ensure neutral postures of the arms and wrists.
- Re-Positioning** - Ensure sufficient space and cord length so that the keyboard and mouse.
- Adjacency** - Ensure the keyboard and mouse are located at the same height and near each other.
- Jewelry** - Avoid wearing jewelry that impacts your arms or wrists while keying or pointing.
- Located** - Ensure the keyboard and mouse are located directly in front of you.
- Document Holder** - Use a document holder for most hard copy while using the computer.
- Location of Document Holder** - The document holder should be located approximately at the same height, distance, and location as the monitor.
- Keyboard Wrist Support** - Use a medium-soft wrist support with the keyboard, even if you are a touch-typist.
- Keyboard Wrist Support** - Use a medium-soft wrist support with the mouse, if the design of the

device supports it.

- Ergonomic keyboards** - Ergonomic keyboards may be more comfortable to you, but be sure to try different ones to find the type you like.
- Adjustable Keyboard Platform/Drawer** - Keyboard platforms should be large enough for the mouse as well; need to be moved under the desk when not used; should only be used when the desk cannot be located at the right height or has insufficient space.
- Task Lighting** - Lamps should be provided and the ambient (room) lighting reduced.
- Pens and Pencils** - You should use specially designed writing utensils, e.g., Dr. Grip or PhD Pilot brands.
- Stretches** - Perform stretching exercises at least 2 to 3 times during the workday.
- Pace** - Keep the work pace uniform.
- Software** - Choose user-friendly software, where possible; ensure you achieve and maintain a high skill set.
- Overtime** - Use time management techniques to minimize the need for overtime (more than 8 hours per day).
- Reaching** - Avoid significant reaching away from your body for the keyboard, mouse or trackball.
- Leaning** - Avoid leaning on one or more elbow for a significant part of the day.
- Telephone Cradling** - Avoid cradling the telephone between your neck and shoulder; use a headset or speakerphone.
- Wrist Posture** - Ensure wrists while keying and pointing are not extended up, or flexed down.
- Hard Edges** - Avoid contacting hard edges while keying, pointing (mouse/trackball), resting or handwriting.
- Neck Posture** - Ensure your neck is straight while keying & pointing (mouse/trackball) and while reading monitor/hard copy.
- Back Posture** - Ensure your back/torso is upright while keying & pointing (mouse/trackball) and while reading monitor or hard copy.
- Breaks** - Take short, frequent rest breaks.