

## ERGONOMIC WORKSTATION CHECKLIST

Name ..... Position ..... Date .....

### 1. Chair

Swivel seat with 5 castor base (glides should be used on hard floors)

*Seat height should be adjustable so that you are seated:*

- Upper arms hanging freely (no arm rests on chair)
- Thighs are not compressed by front edge of seat
- Upper leg is approximately horizontal or angled slightly upwards with feet on floor or footrest
- Sufficient clearance between the thigh and lower edge of desk
- Back rest is adjustable so the small of your lower back is well supported
- You have levers to adjust height, back rest angle and seat bottom angle


### 2. Desk

Height should be adjustable so that forearms are horizontal or angled slightly downward

Document holder placed beside or beneath screen at same viewing distance as screen

Phone, folders etc. within easy reaching distance without the need to twist body or stretch from seated position

Sufficient space for documents, completed work and writing on work surface

Beneath desk should be clear of obstructions so that knee and foot have clearance

Cords and cables secured out of way


### 3. Monitor

When head is looking straight forwards, the **top of screen** should be in line with eyes

Screen should be adjustable so that when head is looking at screen:

- You can touch the screen with your arms outstretched (fingertips are OK)
- The angle between screen surface and line of sight is approximately 90°
- You use a laptop often
- Number of screens/monitors you use
- Monitor placed so there are no reflections from windows or other light sources


### 4. Work and Rest Rates

You alternate your types of tasks often with working at the computer eg. Photocopying, filing, sending faxes, visiting a colleagues desk.

If not possible to vary tasks, you take a 10-minute breaks per hour (or 5 minutes per half hour) from using computer to get up and walk around.

Your take frequent mini pauses by long distance viewing (more than three metres) to rest the eyes eg. Look across room/out of the window.


### 5. Environment

Noise level is not high

Fresh air comes into the office

Lighting is comfortable and without glare or reflections

Temperature is comfortable

Other (specify)


**DISCLAIMER : These notes are published as an information service and without assuming a duty of care. They contain general information only and should not be relied upon as a substitute for professional or legal advice.**