



Instructions: Find the best place to use as your computer workstation. While sitting in your working position, use this checklist (or have someone help you) for the best ergonomic setup!

#	Do you have a good-quality environment?	Yes	No
1	Work area is adequately lit.		
2	Loud or excessive noises are kept to a minimum.		
3	You can control your climate settings and adjust if necessary.		
4	Surfaces are anti-glare or non-reflective.		
5	The area allows sufficient space for your knees and feet.		
6	The area accommodates for you, whether you are left- or right-handed.		

Ideas: Use desk lamp for lighting, cut down noise by closing door, find roomier area.

#	Are you sitting in your “best” posture?	Yes	No
7	Thighs are horizontal.		
8	Lower legs are vertical.		
9	Feet are flat on the floor or on a footrest.		
10	Wrists are neutral, not bent vertically or horizontally.		
11	Arms and forearms are at right angles or slightly greater.		
12	Elbows are close to the body.		

Ideas: Find pillow to sit on, small box to elevate screen, place box on floor for your feet.

#	What are you sitting on?	Yes	No
13	The chair adjusts easily.		
14	The chair has a padded seat with a rounded front.		
15	The chair has an adjustable backrest.		
16	The chair has a supporting back and provides lumbar support.		
17	The chair has casters.		
18	The chair has armrests.		

Ideas: Sit on pillow to cushion chair or raise your position, support back using firm pillow.



#	Is it easy to type and use your mouse?	Yes	No
19	Keyboard is at correct height for your wrists to be straight.		
20	Keyboard is moveable and can be adjusted separately.		
21	Keying actions require minimal force.		
22	If needed, workstation includes an adjustable document holder.		
23	Plenty of room to use mouse as needed.		
<i>Ideas: Raise your keyboard with book, sit on pillow to raise yourself and lower keyboard, use detachable keyboard & mouse with laptop, hold documents with recipe book easel and clip.</i>			
#	Is your monitor set up the best for you?	Yes	No
24	Distance between your eyes and monitor is satisfactory for viewing.		
25	Height of monitor is comfortable when sitting correctly.		
26	Brightness and contrast is adjusted for your environment.		
<i>Ideas: Raise monitor with small box, place laptop on box to raise screen and use plug in keyboard and mouse, adjust brightness controls, plug-in laptop for brightest screen.</i>			
#	Are you taking care of yourself?	Yes	No
27	Take adequate rest breaks to walk around and stretch.		
28	Remind yourself to sit properly.		
29	Readjust workstation as needed to remain comfortable.		
30	Want a stand-up workstation? Use boxes!		
<i>Ideas: Set an alarm to remind yourself to take walk breaks around the house, pay attention to messages your body sends you (sore neck, back, numbness in arms) and adjust. If applicable, contact your company for adjustment assistance.</i>			

We want you to be safe, wherever you work!