

WORK STATION ERGONOMIC CHECKLIST

Setting up your workstation correctly is a vital step in preventing poor posture & overuse injuries in the workplace.

The key components to a well organised workplace include chair set up, keyboard placement, computer screen and mouse positioning. Your overall work habits such as the type of tasks you perform and how often you take breaks are also important considerations in creating a balanced work environment.

Below is a workstation checklist so you can assess your own workspace. Your practitioner can discuss these results with you and help provide suggestions to best modify your workstation set up.

Chair:

- Can you get close to the workstation without any impediment?
(Check the chair arms are not in the way and there is clear leg space) ✓ ✗
- Is the seat height adjusted so your thighs are parallel to the floor?
(Or angled slightly downwards?) ✓ ✗
- Are your feet flat on the floor (or on a foot rest)? ✓ ✗
- Is there lumbar support in your chair? Is it adjusted to fit the small of your back? ✓ ✗
- Is the backrest angle adjusted so you are sitting upright? ✓ ✗

Screen:

- When sitting tall and looking straight ahead are your eyes in line with the top edge of the screen (or slightly below)? ✓ ✗
- Is the screen one arm's length away from your body? ✓ ✗
- Is your screen positioned directly in front of your body? ✓ ✗
- Are there any issues with glare from the screen at any times during the day? ✓ ✗

Mouse:

- Can you reach your mouse keeping your elbow tucked in by your side (elbow directly under shoulder)? ✓ ✗
- Are you able to alternate your mouse to the left and right sides? ✓ ✗

Keyboard:

- Are your elbows directly below your shoulders when using the keyboard? Is the keyboard positioned approximately 5cm from the edge of the desk? ✓ ✗
- When your hands are on the keys, can you draw a straight line from the tip of your middle finger to your elbow? ✓ ✗
- Is your body square when using the keyboard? Do your nose and toes point in the same direction? ✓ ✗
- Do you copy information from documents, if so are they placed within the "T" zone (at the same height as your screen, or between the screen and your keyboard)? ✓ ✗

Work Organisation:

- Do you vary activities that you perform regularly at work? (such as alternating between keyboard use and filing?) ✓ ✗
- Do you take short breaks during repetitive activity? (You should not be sitting for longer than 10 – 15 minutes without a short break.) ✓ ✗
- Are there things on your desk that should be kept elsewhere? Clutter increases stress levels. ✓ ✗
- Are all regularly used items within 30 – 160 degrees in front of you, and in close reach? ✓ ✗
- Do you cradle the phone between your neck and shoulder? ✓ ✗
- Do you move your body rather than reaching when performing any work task? ✓ ✗

