
Office Ergonomics Checklist

Read this checklist to guide you through setting up your workstation. If you answer no to any of the questions, or you want additional tips for arranging your workstation, please refer to the back of this document.

Yes/No

When Sitting

- Do you know how to adjust the levers/knobs on your chair? _____
- Are your feet firmly planted on the floor or footrest? _____
- Are your thighs parallel to the floor; knees slightly lower than hips? _____
- Does the backrest firmly support your lower back? _____
- Is there a 2 to 4 inch gap between the back of your knees and the front edge of the chair when your back is against the chair? _____
- Are your armrests adjusted so that they are below your elbows when your shoulders are relaxed? _____

When Typing (keying) & Mousing

- If you use a keyboard tray, do you know how to adjust it? _____
- Is the keyboard at the right height so that your shoulders are relaxed, elbows close to your body and forearms parallel to the floor? _____
- Are your wrists straight, flat, parallel to the floor, "floating" over the keyboard? _____
- Is the mouse next to and on the same level as the keyboard? _____

When Viewing the Monitor

- Is the monitor directly in front of you? _____
- Is the monitor placed 18 to 24 inches from your eyes, or at arms length? _____
- Is the top 1/3 of your monitor at or below your horizontal line of sight; lower if you wear bifocal, trifocal, or progressive lenses? _____
- Do you view the monitor while sitting against the back of your chair? _____
- Are you able to scan the screen from top to bottom using eye movements only? _____
- Is the monitor screen free of glare from windows or overhead lighting? _____

When Organizing the Work Area & Tasks

- Is the document holder placed adjacent to or closer than the monitor? _____
- Is there space to put the telephone and other materials at proper distance without crowding? _____
- Are you able to use the phone without having to pin the receiver with your shoulder? _____
- Are the items that you use frequently close enough to prevent stretching? _____
- Are counters, tables available, if appropriate, in order to alternate your work with sitting and standing? _____
- Is there enough room for your legs under the desk? _____
- Do you alternate tasks and projects frequently throughout the day? _____
- Do you take minibreaks? _____