

OFFICE WORKSTATION CHECKLIST

Use this checklist to assess your workstation for potential problems. A 'No' response may indicate a problem which could lead to a musculoskeletal disorder. Make the necessary changes or adjustments for all potential problems identified. If discomfort persists, you may require advice of an ergonomic specialist.

Office Workstation Item to Check	Y	N	Comments/Possible Adjustments or Changes
1. Chair			
Chair height is appropriate for the individual and work surface height (thighs are parallel to the floor or knees slightly lower than the hips)			
Feet are fully supported on the floor or on a footrest			
Chair has a stable base with five wheels or castors suitable for the floor surface			
The angle of the backrest is adjustable			
The backrest height is adjustable; if not, the backrest supports the inward curve of the lower back			
If armrests are provided, they do not interfere with natural movements			
Chair seat is the appropriate size for the individual			

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The seat pan tilt is adjustable (+3° or -4°) for frequent computer users			
There is a space between the front of the chair and the back of your legs (min: width of finger/ max: fist)			
2. Monitor, Keyboard, and Mouse			
The monitor is directly in front of you, if viewed or used regularly			
When keying upper arms are hanging vertical, and lower arms are horizontal (elbows approximately 90°)			
Work is performed directly in front of you, with elbows close to the body			
The wrist is relaxed and not bent. Wrist rests are available			
Mouse is placed on the same level as the keyboard			
Mouse fits comfortably in your hand			

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Top of the monitor screen is at or slightly below eye level; lower for bifocal wearers			
The monitor is at a comfortable distance away (40-74 cm)			
Screen is free of glare or shadows			
Windows are not in front or behind the operator			
Letters on the screen are sharp, easy to read, and do not flicker			
3. Work Surface			
Work/writing surface height is about elbow level			
Work surface is large enough to hold all work material			
Frequently used items are within easy reach			

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Reaching behind the midline of the body is avoided			
Writing space is available on the individual's dominant side, while on the computer			
Legroom is sufficient to stretch out the legs and to swivel in the chair			
4. Lighting			
Adequate lighting is provided			
Adjustable task lighting is available			
You are shielded from glare (e.g., sun or lighting)			
The workstation is located in between rows of overhead lights			
5. Accessories			
A head set is provided if talking on the phone while keyboarding is regularly required			

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If provided, source documents are angled upwards with an appropriate document holder			
Source documents are positioned close to your center of attention if viewed regularly			
6. Work Practices			
You vary your viewing distance throughout the day by focusing on items further away			
While keyboarding your hands float over the keys, not resting on the wrist rests			
You are able to vary your tasks			
You sit back in the chair properly (head and shoulders are relaxed, not raised, hunched, or rounded), using the backrest for support			
You know how to adjust your chair, and adjust it throughout the day			
You take frequent micro breaks (5 minutes every hour) to change posture and perform stretching exercises			

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7. Laptop			
If using a laptop for prolonged periods (> 2 hours) you use an external keyboard and mouse and/or monitor to optimize the work height and neck posture			

Additional Notes:

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