



# Office Ergonomics Checklist

## Working Postures

- Head and neck are upright, or in-line with torso (not bent down/up).
- Head, neck, and trunk are facing forward (not twisted).
- Trunk is perpendicular to floor.
- Shoulders and upper arms are in-line with torso.
- Upper arms and elbows are close to the body (not extended outward).
- Forearms, wrists, and hands are straight and in-line.
- Thighs are parallel to floor and lower legs are perpendicular to floor.
- Feet rest flat on floor or on a stable footrest.
- Wrists and hands do not rest on sharp or hard edges.
- Thighs, legs, and feet have sufficient room under work surface so you can get close enough to the workstation.

## Seating

- Backrest provides support for lower back.
- Seat width and depth accommodate specific user
- Seat cushion is rounded with no sharp edges.
- Armrests support both forearms and do not interfere with movement.

## Monitor

- Top of the screen is at or below eye level.
- You can read screen without bending neck downward or upward.
- Monitor distance allows you to read screen without having to lean in.
- Monitor position is directly in front of you.
- Glare caused by windows or lights is not reflected on screen.

## Accessories

- Wrist pads are utilized to keep sharp and square edges from pushing against your wrists.
- Mouse or trackball is located next to your keyboard so it can be used without reaching.
- Mouse or trackball fits the shape and size of your hand.
- Telephone can be used with your head upright, not bent, and your shoulders relaxed.