

## Workstation Ergonomic Set-Up Checklist

If you answer "no" to any question below, an ergonomic change is indicated to avoid the risk of a repetitive stress injury.

Y/N Do your feet rest flat on the floor or a footrest?

Y/N Are your knees bent at approximately a 90 degree angle?

Y/N Does your chair support your lower back?

Y/N Is there about 2-3 inches between the front of the seat pan and the back of your knees?

Y/N Can you easily reach your work without interference from the arms of your chair?

Y/N Are your arms and shoulders relaxed without interference from the arms of your chair?

Y/N Are your shoulders relaxed and not elevated when you work on your keyboard?

Y/N Are your arms resting at your sides rather than stretched out in front of you?

Y/N Can you reach your mouse without rotating your arm outward or reaching to the side?

Y/N Is your keyboard at approximately elbow level, with your forearms level and flat?

Y/N When typing, are your wrists inline with your forearms and not bent upward or to the sides?

Y/N Is the top of your computer screen at or just below eye level?

Y/N Can you see detail comfortably on the screen without leaning forward?

Y/N Are you able to read the entire screen comfortably without tilting your head up or down?

Y/N Do you have an adjustable document holder for reference materials if you type from paper to the screen?

Y/N If you spend more than an hour a day in combined computer and phone work, do you have a headset?

Y/N Are all your input devices (mouse, tablet, etc.) at the same level as your keyboard?

Y/N If you use an adding machine, is it close and easy to reach?

Y/N Are your keyboard and monitor located on a centered line in front of you?

Y/N Do you take short and frequent breaks throughout the day to reduce fatigue?

Y/N Are you comfortable and free of pain while working?

**Notes:**

**WORKSTATION USER:** \_\_\_\_\_ **Date:** \_\_\_\_\_