

HOW TO FIX ERGONOMICS IN THE WORKPLACE

OFFICE ERGONOMICS CHECKLIST

FEELING UNCOMFORTABLE AT YOUR DESK? IF YOU ARE, YOU PROBABLY NEED TO ADJUST YOUR WORKSPACE TO MAKE IT MORE ERGONOMIC.

READ AND ANSWER THE FOLLOWING QUESTIONS. IF YOU ANSWER NO TO ANY OF THEM, YOUR WORKSPACE NEEDS SOME ERGONOMIC ADJUSTMENTS.

GENERAL WORKSTATION & RECOMMENDATIONS

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| 1. ARE YOUR KEYBOARD AND MOUSE CLOSE ENOUGH TO YOU, PREVENTING THE NEED TO STRETCH YOUR ARMS TOO FAR? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. DO YOU KEEP YOUR OFFICE SUPPLIES CLOSE AT HAND? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. IS YOUR WORKSPACE EQUIPPED WITH SIT-STAND WORKSTATIONS? HAVING THE OPTION TO STAND WHILE WORKING CAN IMPROVE WORKER HEALTH. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. ARE YOU ORGANIZING YOUR DOCUMENTS, KEEPING THEM OFF YOUR DESK TO REMOVE CLUTTER? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. OBSERVE THE LIGHTING IN YOUR WORK AREA. CAN YOU SEE EVERYTHING PROPERLY WITHOUT STRAINING YOUR EYES? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

CHAIR ADJUSTMENTS & TIPS

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| 6. IS YOUR CHAIR PULLED IN CLOSE TO YOUR DESK? YOU WANT TO BE SITTING AS CLOSE TO THE DESK AS POSSIBLE. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. CAN YOU ADJUST THE HEIGHT OF YOUR WORK CHAIR? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. IS YOUR EYE LEVEL LINED UP WITH YOUR COMPUTER MONITOR? ADJUST YOUR CHAIR HEIGHT IF THIS IS NOT THE CASE. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. ARE THE ARMRESTS ON YOUR CHAIR PADDED? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. DOES THE BACK OF YOUR CHAIR GIVE YOUR BACK PROPER SUPPORT? THE BACK SHOULD BE SET AT AROUND 90 DEGREES. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

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POSITIONING YOURSELF

11. ARE YOU KEEPING YOUR NECK IN A RELAXED POSITION WHILE YOU WORK? PUTTING TOO MUCH STRESS ON IT CAN CAUSE NECK PAIN.

☐ YES ☐ NO

12. DO YOU AVOID SLOUCHING THROUGHOUT THE DAY? SLOUCHING PUTS STRAIN ON YOUR BACK.

☐ YES ☐ NO

13. ARE YOUR FEET PLANTED FIRMLY ON THE GROUND WHILE YOU SIT?

☐ YES ☐ NO

14. DO YOU HAVE A FOOTREST TO USE IF YOUR FEET CANNOT TOUCH THE GROUND NORMALLY?

☐ YES ☐ NO

POSITIONING YOUR MONITOR

15. IS YOUR MONITOR SITTING IN A POSITION THAT LINES UP DIRECTLY WITH THE DIRECTION YOU ARE SITTING?

☐ YES ☐ NO

16. CHECK THE HEIGHT OF YOUR MONITOR. IS THE TOP OF YOUR MONITOR JUST BELOW YOUR EYE LEVEL?

☐ YES ☐ NO

17. ARE YOU KEEPING YOUR MONITOR AT AN ARM'S LENGTH AWAY FROM YOU TO PREVENT EYE STRAIN?

☐ YES ☐ NO

18. IF YOU ARE USING TWO MONITORS, ARE THEY CLOSE TOGETHER SO YOU DO NOT HAVE TO TWIST YOUR NECK TO SEE BOTH? (DISREGARD IF YOU ONLY USE ONE MONITOR)

☐ YES ☐ NO

WORKPLACE HABITS

19. ARE YOU RESTING YOUR EYES DURING THE DAY SO YOU ARE NOT STARING AT THE SCREEN FOR TOO LONG?

☐ YES ☐ NO

20. ARE YOU KEEPING YOUR ARMS AND LEGS LIMBER BY TAKING SMALL STRETCH BREAKS EVERY HOUR OR SO?

☐ YES ☐ NO

21. DO YOU GO OUTSIDE FOR A WALK DURING YOUR LUNCH BREAK?

☐ YES ☐ NO

22. DO YOU DRINK ENOUGH WATER DURING THE WORKDAY?

☐ YES ☐ NO