

Office Ergonomics Checklist

Posture	Yes	No
Head and neck are upright and in line with torso, not bent down or back.		
Head, neck, and trunk face forward.		
Trunk is perpendicular to the floor (may lean back on backrest but not forward).		
Shoulders and upper arms are in line with torso and close to the body.		
Upper arms and elbows are close to body or supported while using keyboard/mouse.		
Forearms are parallel to the floor or a bit less than parallel (i.e., not bent greater than 90 degrees at the elbow).		
Elbows, forearms, wrists, and hands don't rest on a sharp edge.		
Wrists and hands are straight at wrist—not bent towards little finger—with keyboard use.		
Thighs are parallel to the floor, and lower legs are near perpendicular to the floor.		
Feet are flat on the floor or supported by a footrest.		
Seating		
Chair height can be adjusted and holds its position.		
User understands all adjustments available for chair.		
Backrest provides support for mid and lower back.		
Seat width and depth accommodate the user.		
Seat front doesn't press against the back of the knees.		
Seat cushion is ample and rounded with a waterfall front edge.		
Armrests don't interfere with ability to get close to the desk.		
Keyboard/Mouse		
Mouse is located next to the keyboard to limit reaching.		
Wrists and hands don't bend back for keyboard.		

Comments/Recommendations:

Monitor	Yes	No
Top of screen is at or below eye level so user can read it without bending head or neck up or down.		
Progressive lens user can read screen without bending head or neck up or down.		
Monitor distance allows user to read the screen without leaning forward or backward.		
Monitor position is directly in front of user.		
Glare from windows or other light sources isn't reflected on the screen.		
Work Area		
Thighs have sufficient clearance between top of thigh and underside of work surface.		
Legs and feet have sufficient clearance to allow getting close enough to the desk.		
Reaches don't exceed 14-18 inches from the trunk for frequently used equipment.		
Accessories (if provided)		
Document holder promotes neutral neck posture and minimizes head movement.		
Wrist rest is placed under the forearms allowing free movement of wrist and hand.		
Wrist rest is soft foam, gel, or beaded material without any sharp edges.		
Headset is supplied if computer and phone are to be used simultaneously.		
General		
User can vary work tasks.		
User can take microbreaks while at the workstation.		
User can step away from the desk during the day.		