

ERGONOMIC WORKSTATION CHECKLIST

Name: _____ Position: _____ Date: _____

1. CHAIR

Swivel seat with 5 castor base (glides should be used on hard floors)

Seat height should be adjustable so that when operator is seated:

- Upper arms hanging freely (no side arms on chair)
- Thighs are not compressed by front edge of seat
- Upper leg is approximately horizontal or angled slightly upwards with feet on floor or footrest
- Sufficient clearance between the thigh and lower edge of desk
- Sufficient clearance between front edge of seat and lower leg

If relative heights of work surface and chair are not sufficiently adjustable (for shorter person) then an angled footrest should be provided.

Back rest adjusted:

- For height so that small of back is supported
- For angle to allow user to sit upright

2. DESK

- Height should be adjustable so that forearms are horizontal or angled slightly downward
- Document holder placed beside or beneath screen at same viewing distance as screen
- Phone, folders etc. within easy reaching distance without the need to twist body or stretch from seated position
- Sufficient space for documents, completed work and writing on work surface
- Beneath desk should be clear of obstructions so that knee and feet have clearance
- Cords and cables secured out of the way

3.MONITOR

When head is erect, the **top of screen** should be in line with eyes
Screen should be adjustable so that when head is looking at screen:

- Viewing distance between eye and screen is between 400mm – 700mm (arm’s length)
- The angle between screen surface and line of sight is approximately 90°
- The downward angle between line of sight and the horizontal is approximately 35°
- Monitor placed so there are no reflections from windows or other light sources

4.WORK AND REST PERIODS

- Try to alternate different tasks with working at computer.
- If not possible to vary tasks, take 10-minute breaks per hour (or 5 minutes per half hour) from using computer; (breaks should not be accumulated). Get up and walk around.
- Take frequent mini pauses by long distance viewing (more than three metres) to rest the eyes eg. Look across room/out of the window.

5.ENVIRONMENT

- Noise level
- Fresh air
- Lighting (adjustable to reduce glare (ie. high contrast)
- Temperature
- Other (specify)

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