This checklist is intended for use as a tool to help you set up your workspace in an ergonomic manner.

**IF NO, SUGGESTED ACTIONS**

- Is your back straight and well-supported when seated?
  - Sit back in your chair. Adjust lumbar support.
- Are your thighs parallel to the ground and feet flat on the floor when seated?
  - Raise/lower your chair height.
- Is there a space from the seat pan edge to the backside of your knees?
  - Familiarize yourself with the functions of your chair. Adjust seat pan length.
- Are your shoulders relaxed while seated?
  - Adjust/remove your armrests. Let upper arms hang at the side of the body.
- Is your monitor positioned directly in front of you?
  - Position at an arm’s length away from you. Adjust monitor height: the top of the monitor screen at eye level. Tilt the screen slightly upward.
- Are your keyboard, mouse, and workspace at elbow level?
  - Adjust your chair and/or desk height to work in a neutral posture. Place the keyboard directly in front of you and aligned with the monitor. Move the mouse close to the keyboard.
- Are your wrists straight (not bent up or down) while typing?
  - The keyboard should be flat, not propped up on keyboard legs. Keep your wrists straight and avoid putting pressure on them. Re-check chair, raise or lower as needed, check posture.
- Do you take regular eye breaks from looking at your monitor?
  - Follow 20-20-20 rule: Every 20 minutes, look 20 ft. (6 meters) away for 20 seconds.
- Do you take microbreaks every 20-30 minutes?
  - Set reminders to take breaks. Stand, move, walk, and stretch regularly.

**BEST PRACTICE FOR ADDITIONAL COMFORT**

- Use blinds for glare reduction or use proper lighting to avoid eye strain.
- Alternate job tasks throughout your workday to reduce fatigue.
- Take periodic breaks to rest and reenergize. This will allow you to do some quick stretches and simple eye exercises to reduce eye strain.
- Remember to apply the same ergonomic principles in other work areas: while telecommuting, using a laptop, or at a standing workstation.

**WORKSPACE LAYOUT**

- **Primary zone** – Frequently used objects
- **Secondary zone** – Less frequently used objects
- **Tertiary zone** – Seldom used objects

For further assistance, CONTACT US.