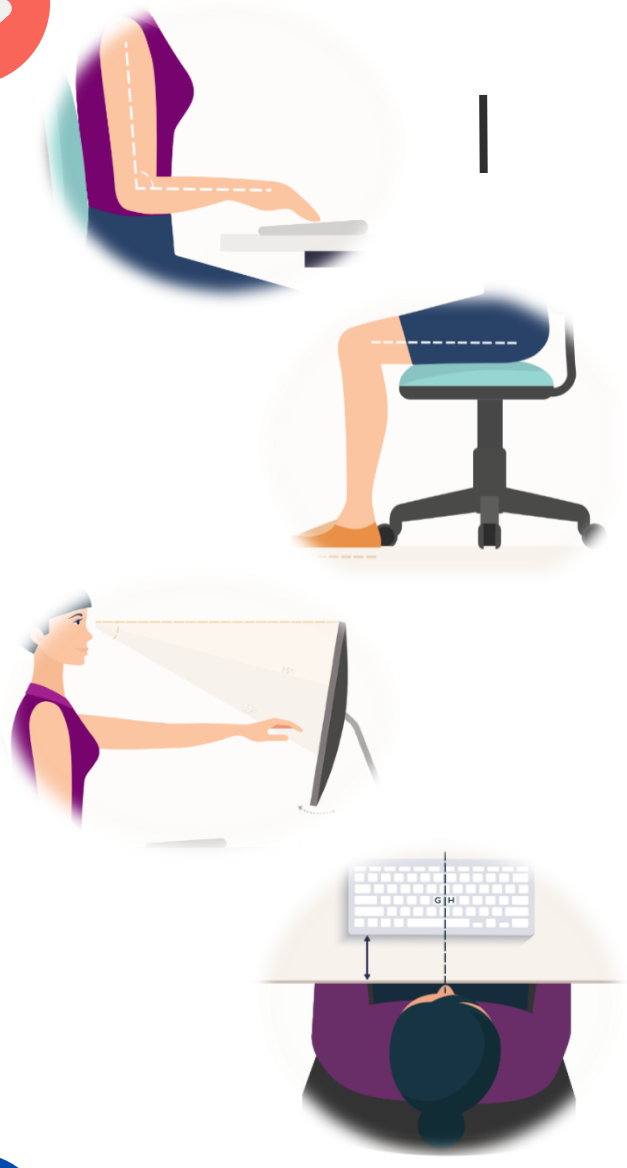
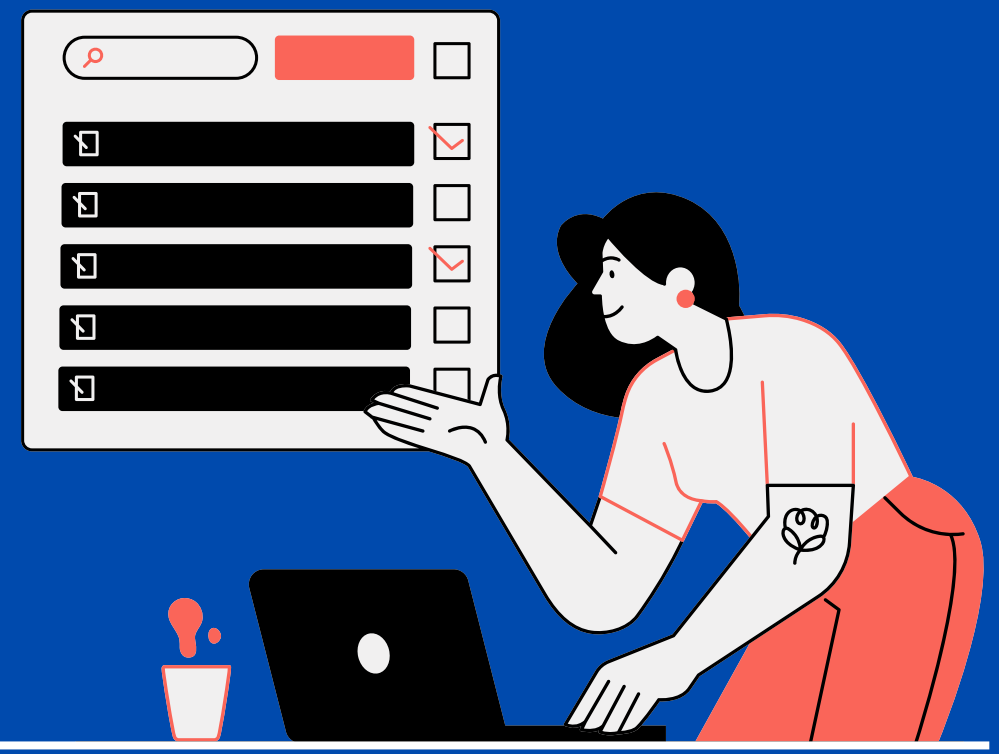


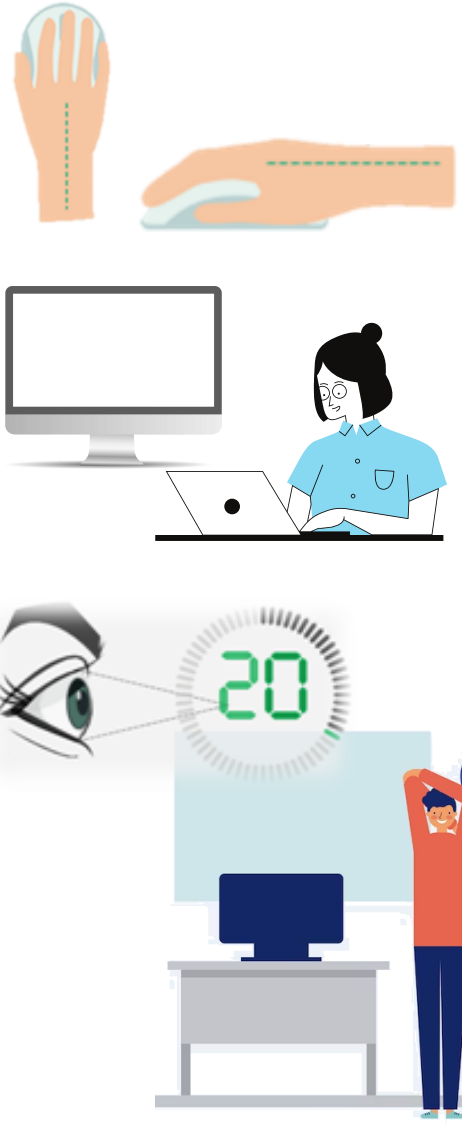
Workspace Self - Assessment Checklist

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



✓ | ✗ IF NO, SUGGESTED ACTIONS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is your back straight and well-supported when seated?
Sit back in your chair. Adjust lumbar support. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are your thighs parallel to the ground and feet flat on the floor when seated?
Raise/lower your chair height. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are your shoulders relaxed while seated?
Adjust/remove your armrests. Let upper arms hang at the side of the body. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you take microbreaks every 20-30 minutes?
Set reminders to take breaks. Stand, move, walk, and stretch regularly. |



WORKSPACE LAYOUT



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

For further assistance, [CONTACT US](#).

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.

