Workstation Ergonomics Checklist:

Many individuals spend a significant part of their day sitting at a workstation. Setting up your workstation properly can prevent potential musculoskeletal injuries / illnesses. It’s important to re-evaluate the configuration of your workstation whenever changes occur.

☐ Adjust chair height so feet rest flat on the floor. (Use a footrest when attempts to adjust your chair do not work)

☐ Adjust all chair features to meet your needs.
  - Arm Rest
  - Seat Depth
  - Back Tilt
  - Back Height (Lumbar Support)

☐ Adjust monitor (computer screen) so the top of your monitor is parallel to your eyes.

☐ Make sure the viewing surface on your monitor is clean.

☐ Position the monitor so it is centered directly in front of you approximately 18-24 inches away

☐ Adjust lighting to reduce glare on monitor screen.

☐ Adjust keyboard position to allow wrists to remain straight while typing, with your arms relaxed and elbow at approximately 90 degree angles.

☐ Place the phone on the side of your non-dominant hand within an arm length away.

Please call Environmental Health & Safety office at 691-5226 if you have questions.