

Environmental Health and Safety

Ergonomic Checklist



- ☐ **Head** and **neck** to be upright, or in-line with the torso.
- ☐ **Head, neck** and **trunk** to face forward.
- ☐ **Shoulders** and **upper arms** to be in-line with the torso.
- ☐ **Upper arms** and **elbows** to be close to the body.
- ☐ **Feet** rest flat on the floor or are supported by a stable footrest.
- ☐ **Backrest** provides support for your lower back.
- ☐ **Seat width** and **depth** accommodate the specific user.
- ☐ **Seat front** does not press against the back of your knees.
- ☐ **Armrests**, if used, support both forearms while you perform computer tasks.
- ☐ **Keyboard platform** is stable and large enough to hold a keyboard and mouse.
- ☐ **Mouse** is located next to your keyboard so it can be operated without reaching.
- ☐ **Wrists** and **hands** do not rest on sharp or hard edges.
- ☐ **Top** of the screen is at eye level so you can read it without bending head or neck.
- ☐ **Bifocal/trifocal User** can read the screen without bending the head or neck.
- ☐ **Monitor distance** allows you to read the screen without leaning the head, neck or trunk.
- ☐ **Monitor position** is directly in front of you.
- ☐ **Legs** and **feet** have sufficient clearance under the work surface.
- ☐ **Document holder** is stable and large enough to hold documents.
- ☐ **Document holder** placed between keyboard/monitor so neck does not move side to side.
- ☐ **Telephone** can be used with head upright and shoulders relaxed.

Ergonomics: The scientific study of people at work.

Reducing challenges associated with overuse, posture and repetition.