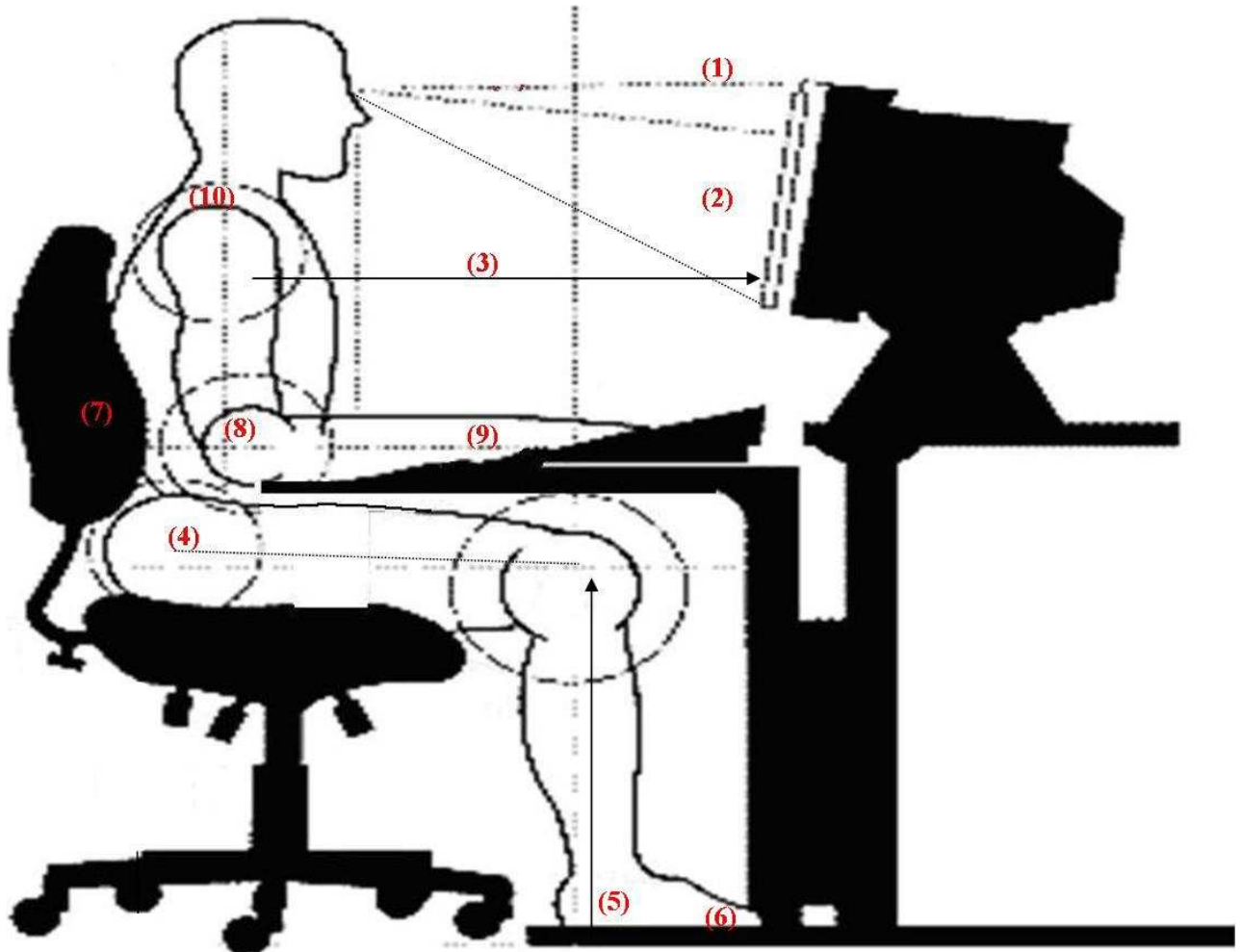


Ergonomic Workstation Checklist



Name: _____

Date: _____

Occupation: _____

Signature: _____

General Posture tips:

Regular posture breaks are recommended (every 30-40 min for 1-3 min)

Give your eyes frequent breaks and remember to blink.

Periodically look away from the monitor and focus on a distant point

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revitalise – bounce – be healthy

Use this general checklist to adjust your workstation for correct ergonomic set-up

Chair Set-Up	Comments & Recommendations
<ul style="list-style-type: none"><input type="checkbox"/> Person looks comfortable<input type="checkbox"/> Chair height - Hips 90° to 100° (4)<input type="checkbox"/> Chair height - Knees 90° to 100° (5)<input type="checkbox"/> Feet flat on floor/footrest (6)<input type="checkbox"/> Seat Tilt neutral or slightly negative<input type="checkbox"/> Backrest upright and lumbar support in s-shape of lumbar spine (7)<input type="checkbox"/> Free float mechanism locked<input type="checkbox"/> 2-3 finger gap from edge of seat pan to knees<input type="checkbox"/> Armrests	
Monitor <ul style="list-style-type: none"><input type="checkbox"/> Directly in front of person<input type="checkbox"/> Top of monitor generally seated eye level (1)<input type="checkbox"/> Viewing area of screen 15-50 degrees below horizontal eye level(2)<input type="checkbox"/> 2 monitors must be next to each other with slight inward angle<input type="checkbox"/> Head always neutral<input type="checkbox"/> Monitor Stand<input type="checkbox"/> Screen tilted forward slightly<input type="checkbox"/> 1 x Arm length away – normal viewing distance (3)<input type="checkbox"/> Glare<input type="checkbox"/> Laptop	
Keyboard <ul style="list-style-type: none"><input type="checkbox"/> Centred<input type="checkbox"/> Within normal reach zone<input type="checkbox"/> Flat or negative tilt<input type="checkbox"/> Elbows at 90° to 100° when fingers in position on keyboard (8)<input type="checkbox"/> Neck and shoulders relaxed (10)<input type="checkbox"/> Forearms supported lightly on desk or armrests (9)	
Mouse <ul style="list-style-type: none"><input type="checkbox"/> Within normal reach zone<input type="checkbox"/> Close to keyboard and torso<input type="checkbox"/> Appropriate size for hand<input type="checkbox"/> No Drag (corded)<input type="checkbox"/> Wrist in neutral position 0°<input type="checkbox"/> Forearm rested lightly or armrest desk during mouse use<input type="checkbox"/> Elbow and shoulder in safe position.	
Telephone <ul style="list-style-type: none"><input type="checkbox"/> Within normal reach zone<input type="checkbox"/> Head set (if frequent use)	
Documents <ul style="list-style-type: none"><input type="checkbox"/> Documents positioned in front for neutral neck position<input type="checkbox"/> Document holder or in-line document stand	
Position of Spine and Head (Sustained Postures) <ul style="list-style-type: none"><input type="checkbox"/> Sustained twisting of thoracic and or lumbar spine<input type="checkbox"/> Sustained rotation of the neck<input type="checkbox"/> Sustained hyperflexion of the neck<input type="checkbox"/> Poked chin	