

Ergonomics Checklist

Use this brief check list to check and correct your working habits and posture. If you answer NO to any of these questions contact your Manager.

Check and correct your working posture

	Yes	No
Are your keying and mouse activities interspersed with a variety of other activities? (i.e. filing)	<input type="radio"/>	<input type="radio"/>
Are you including micro pauses as a deliberate attempt to reduce tension by relaxing between keyboard operations? (e.g. relaxing hands in lap while waiting for document to save as opposed to leaving them in position on the keyboard)	<input type="radio"/>	<input type="radio"/>
Do you change your visual focus at least every hour during computer operation? (i.e. focus on something in distance)	<input type="radio"/>	<input type="radio"/>
Are you altering your seated posture regularly throughout the day? (i.e. reclining when on the phone and then sitting upright to key)	<input type="radio"/>	<input type="radio"/>
Is your chair high enough or desk low enough so that your elbows are level with or slightly higher than your keyboard when you type?	<input type="radio"/>	<input type="radio"/>
Is your chair's height and back rest fully adjustable?	<input type="radio"/>	<input type="radio"/>
Do you have a stable footrest if your feet are not flat on the floor when sitting?	<input type="radio"/>	<input type="radio"/>
Is your chin tucked in towards the chest and aligned with the spine rather than poked forwards or upwards?	<input type="radio"/>	<input type="radio"/>
Is the screen at a comfortable reading distance from you (350mm to 750mm)?	<input type="radio"/>	<input type="radio"/>
Is the image on your screen clear, stable and free from reflections and glare?	<input type="radio"/>	<input type="radio"/>
Are the monitor and keyboard aligned and directly in front of you so you do not have to twist to reach the keys?	<input type="radio"/>	<input type="radio"/>
Is the keyboard in close proximity to the body so you do not have to overreach to key?	<input type="radio"/>	<input type="radio"/>

	Yes	No
Are your frequently accessed items within easy reach of you?	<input type="radio"/>	<input type="radio"/>
Are your shoulders relaxed while your hands are resting on the keys with the upper arms hanging naturally and the lower arms at a 90 degree angle?	<input type="radio"/>	<input type="radio"/>
Are your wrists straight and in line with the forearm while keying or using the mouse, to avoid excessive bending to the side or upwards?	<input type="radio"/>	<input type="radio"/>
Is the mouse at the same level as the keyboard and used as close as possible to the keyboard to avoid stretching your arm across the desk?	<input type="radio"/>	<input type="radio"/>
Do you have a relaxed grip when using the mouse?	<input type="radio"/>	<input type="radio"/>
Do you have a relaxed keying style and avoid finger stretching to reach keys?	<input type="radio"/>	<input type="radio"/>
Is the position of your source documents in line with or close to your monitor and around eye level to avoid excessive twisting or bending of your neck?	<input type="radio"/>	<input type="radio"/>
If you regularly experience eye fatigue, have you had a recent review with your eye practitioner?	<input type="radio"/>	<input type="radio"/>
Is the top of the monitor at your eye level or just below when seated looking directly ahead?	<input type="radio"/>	<input type="radio"/>

Please contact your Manager if you have any queries

Ideal workstation set up

