

# Workstation Ergonomics Checklist

Office ergonomics is an essential aspect of workplace safety and comfort. Implementing an ergonomics checklist promotes good posture and reduces the risk of injury.









Follow the office ergonomics checklist for the well-being of your employees and a productive work environment:









## Posture

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| The feet rest entirely on the floor on a stable footrest.   | <input type="checkbox"/> | <input type="checkbox"/> |
| The legs form a 90-degree angle, with the thighs parallel to the floor or slightly above the knees.         | <input type="checkbox"/> | <input type="checkbox"/> |
| The chair's backrest supports the lumbar entirely.  | <input type="checkbox"/> | <input type="checkbox"/> |
| The back is straight and the torso is somewhat reclined.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Upper arms align with the torso or are slightly stretched forward while resting on the desk.                | <input type="checkbox"/> | <input type="checkbox"/> |
| Elbows are close to the body or resting on the desk or armrests.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Forearms are at 90 or 100 degrees and parallel to the floor.  | <input type="checkbox"/> | <input type="checkbox"/> |
| Wrists and hands are straight and in line with the forearm. They are not bent upward, downward or sideways. | <input type="checkbox"/> | <input type="checkbox"/> |
| Shoulders are relaxed (away from the ears).   | <input type="checkbox"/> | <input type="checkbox"/> |
| The head and neck are aligned with the trunk and facing forward without twisting.                           | <input type="checkbox"/> | <input type="checkbox"/> |

## Chair

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
|  Make sure your office chairs are adjustable and provide proper lumbar support. Look for chairs that can be adjusted for height, tilt, and armrests. | <input type="checkbox"/> | <input type="checkbox"/> |
|  The chair's height is adjustable.   | <input type="checkbox"/> | <input type="checkbox"/> |
|  The seat features a width adjustment.   | <input type="checkbox"/> | <input type="checkbox"/> |
|  The chair has support in the lumbar area and the lower back.  | <input type="checkbox"/> | <input type="checkbox"/> |
|  The chair has an adjustable headrest.   | <input type="checkbox"/> | <input type="checkbox"/> |
|  The chair has a base with five legs or casters for easy gliding.   | <input type="checkbox"/> | <input type="checkbox"/> |
|  The seat is soft but firm, padded with a rounded front.   | <input type="checkbox"/> | <input type="checkbox"/> |
|  The armrests, if any, are adjustable in both height and width.  | <input type="checkbox"/> | <input type="checkbox"/> |

## Engineered Now Headrest

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
|  Placing a headrest on an ergonomic chair prevents hunching back and scrunching shoulders while reducing the pressure on your back and spine. Do you experience pain or fatigue while spending hours at your desk? | <input type="checkbox"/> | <input type="checkbox"/> |
|  Does your chair have a matching headrest? Placing the headrest in the correct position will support your posture, comfort and focus.  | <input type="checkbox"/> | <input type="checkbox"/> |
|  Make sure your headrest can tilt up and down easily for maximum head and neck comfort.  | <input type="checkbox"/> | <input type="checkbox"/> |
|  Make sure your headrest slides up and down to match your height.  | <input type="checkbox"/> | <input type="checkbox"/> |
|  Make sure your headrest tilts forward and backward for a flexible free-flowing position.  | <input type="checkbox"/> | <input type="checkbox"/> |
|  Take a break while reclining your seat and resting your head on the headrest.   | <input type="checkbox"/> | <input type="checkbox"/> |

## Desk

- Ensure that your desk is at the right height above your chair and has enough space for all your equipment and materials. A desk that is too low or too high can cause strain on the neck and shoulders.
- All frequently needed items are within arm's reach, with elbows close to the body.
- Items that are used only occasionally are within arm's reach.
- Is there sufficient space under the table to give the legs free space?
- There is enough space in front of the legs and feet to move freely.
- If a telephone is used, it is placed about 18 to 20 inches away.

Yes

No








## Monitor placement

- Position your computer monitor at eye level, and make sure that it is at a distance that is comfortable for you to read without straining your eyes.
- The top of the screen should be at or below eye level.
- There is a distance of about 20 inches or arm's length to the monitor. You can read without having to bend down.
- Make sure that you can read without twisting your neck.  
If there are multiple monitors, the primary monitor is directly in front of the person, and the others follow.
- If two monitors are used equally, they are side by side and can be looked at with minimal neck movement.
- The screen has no reflections from natural or artificial light.
- Brightness and contrast adjustments.






Yes

No

## Keyboard and mouse

|  | Yes                      | No                       |
|--|--------------------------|--------------------------|
|  Make sure your keyboard and mouse are at a comfortable height and distance from your chair. Look for ergonomic keyboard designs that help promote proper hand positioning. | <input type="checkbox"/> | <input type="checkbox"/> |
|  Hands are placed on the keyboard at a 90 or 100-degree angle with the elbows close to the torso.   | <input type="checkbox"/> | <input type="checkbox"/> |
|  The keyboard can be adjusted to have a slight slope.   | <input type="checkbox"/> | <input type="checkbox"/> |
|  The mouse is located next to the keyboard and can be used independently without touching the keyboard.   | <input type="checkbox"/> | <input type="checkbox"/> |
|  The mouse is easy to operate and its shape and size fit the hand.   | <input type="checkbox"/> | <input type="checkbox"/> |
|  The mouse is as close as possible to the body's midline and at the same height as the keyboard.  | <input type="checkbox"/> | <input type="checkbox"/> |
|  There are no sharp or hard edges to rub against the hands or wrists.   | <input type="checkbox"/> | <input type="checkbox"/> |

## Other Office Ergonomics

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
|  Workers combine computer time with other work activities or take short breaks to rest their eyes and posture. | <input type="checkbox"/> | <input type="checkbox"/> |
|  Lighting is adequate, with sufficient natural or artificial light, without excessive or too low.              | <input type="checkbox"/> | <input type="checkbox"/> |
|  The telephone is used with the head upright, not bent, and the shoulders relaxed.                             | <input type="checkbox"/> | <input type="checkbox"/> |
|  The headset is worn with a comfortable fit, not too tight or loose.   | <input type="checkbox"/> | <input type="checkbox"/> |
|  If the footrest is used, it should be angled and allow support for both feet.                                 | <input type="checkbox"/> | <input type="checkbox"/> |

Implementing an office ergonomics checklist can help create a comfortable and safe working environment for your employees while helping your business thrive. This will improve their overall well-being, increase productivity, and reduce the risk of injury.