

Ergonomic checklist

in the office and home office

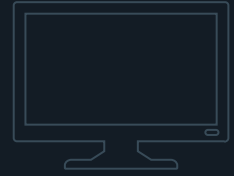
Your chair

- The feet must be flat on the floor, the arms must be able to rest on the table
- Adjust the seat to support the thighs, but there is room for one hand between the back of the knee and the front edge of the seat
- The backrest must support the lumbar region
- Armrests are adjusted to allow for relaxation in the shoulders and arms



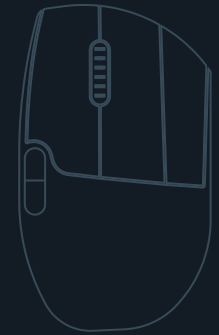
Your screen

- The screen should be an arm's length from you – approx. 60–70 cm
- Your eyes should be flush with the top edge of the screen
- When using several screens, they are placed in a V-shape to prevent movement in the neck



Your mouse

- Must be as close to the body as possible and not to the side
- Feel free to switch between right and left hand to control the mouse so you relieve and create variation
- Use a centred mouse, placed in front of the keyboard to keep a good position with your arms in front of your body



Your desk

- Should be able to be raised and lowered
- Make sure there is room to rest your arms and hands
- There should be a minimum of 1.1 meters between the front edge of the table and the wall behind you
- Should preferably stand so that light comes in from the side



Your keyboard

- Fold the keyboard's feet together so that it lies flat on the table – the more negative the angle, the better
- There must be space in front of the keyboard for the forearms to rest on the table
- Position the keyboard so that you sit directly in front of it and avoid twisting your arms and wrists
- Avoid sitting with your fingers raised
- Use keyboard shortcuts to reduce mouse usage



In general

- Variation in the way you work
- Stretch, bend and shake your hands and arms once in a while

