

## OFFICE WORKSTATION DESIGN

### Office Workstation Checklist

Use this checklist to assess your workstation for potential problems. A 'No' response may indicate a problem which could lead to a musculoskeletal disorder. Make the necessary changes or adjustments for all potential problems identified. If discomfort persists, you may require advice of an ergonomic specialist.

Office Workstation Item to Check	Y	N	Comments/Possible Adjustments or Changes
<b>1. Chair</b>			
Chair height is appropriate for the individual and work surface height (thighs are parallel to the floor or knees slightly lower than the hips)	<input type="checkbox"/>	<input type="checkbox"/>	
Feet are fully supported on the floor or on a footrest	<input type="checkbox"/>	<input type="checkbox"/>	
Chair has a stable base with five wheels or castors suitable for the floor surface	<input type="checkbox"/>	<input type="checkbox"/>	
The angle of the backrest is adjustable	<input type="checkbox"/>	<input type="checkbox"/>	
The backrest height is adjustable; if not, the backrest supports the inward curve of the lower back	<input type="checkbox"/>	<input type="checkbox"/>	
If armrests are provided, they do not interfere with natural movements	<input type="checkbox"/>	<input type="checkbox"/>	
Chair seat is the appropriate size for the individual	<input type="checkbox"/>	<input type="checkbox"/>	
The seat pan tilt is adjustable (+3° or -4°) for frequent computer users	<input type="checkbox"/>	<input type="checkbox"/>	
There is a space between the front of the chair and the back of your legs (min: width of finger/max: fist)	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>2. Monitor, Keyboard, and Mouse</b>			
The monitor is directly in front of you, if viewed or used regularly	<input type="checkbox"/>	<input type="checkbox"/>	
When keying upper arms are hanging vertical, and lower arms are horizontal (elbows approximately 90°)	<input type="checkbox"/>	<input type="checkbox"/>	
Work is performed directly in front of you, with elbows close to the body	<input type="checkbox"/>	<input type="checkbox"/>	
The wrist is relaxed and not bent. Wrist rests are available	<input type="checkbox"/>	<input type="checkbox"/>	
Mouse is placed on the same level as the keyboard	<input type="checkbox"/>	<input type="checkbox"/>	
Mouse fits comfortably in your hand	<input type="checkbox"/>	<input type="checkbox"/>	
The top of the active area of the screen is no higher than the user's horizontal eye level (lower for bifocal wearers) when seated in an upright posture	<input type="checkbox"/>	<input type="checkbox"/>	
The monitor is at a comfortable distance away (50 to 100 cm)	<input type="checkbox"/>	<input type="checkbox"/>	
Screen is free of glare or shadows	<input type="checkbox"/>	<input type="checkbox"/>	
Windows are not in front or behind the operator	<input type="checkbox"/>	<input type="checkbox"/>	
Letters on the screen are sharp, easy to read, and do not flicker	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>3. Work Surface</b>			
Work/writing surface height is about elbow level	<input type="checkbox"/>	<input type="checkbox"/>	
Work surface is large enough to hold all work material	<input type="checkbox"/>	<input type="checkbox"/>	
Frequently used items are within easy reach	<input type="checkbox"/>	<input type="checkbox"/>	
Reaching behind the midline of the body is avoided	<input type="checkbox"/>	<input type="checkbox"/>	
Writing space is available on the individual's dominant side, while on the computer	<input type="checkbox"/>	<input type="checkbox"/>	
Legroom is sufficient to stretch out the legs and to swivel in the chair	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Lighting</b>			
Adequate lighting is provided	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustable task lighting is available	<input type="checkbox"/>	<input type="checkbox"/>	
You are shielded from glare (e.g., sun or lighting)	<input type="checkbox"/>	<input type="checkbox"/>	
The workstation is located in between rows of overhead lights	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>5. Accessories</b>			
A head set is provided if talking on the phone while keyboarding is regularly required	<input type="checkbox"/>	<input type="checkbox"/>	
If provided, source documents are angled upwards with an appropriate document holder	<input type="checkbox"/>	<input type="checkbox"/>	
Source documents are positioned close to your center of attention if viewed regularly	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Work Practices</b>			
You vary your viewing distance throughout the day by focusing on items further away	<input type="checkbox"/>	<input type="checkbox"/>	
While keyboarding your hands float over the keys, not resting on the wrist rests	<input type="checkbox"/>	<input type="checkbox"/>	
You are able to vary your tasks	<input type="checkbox"/>	<input type="checkbox"/>	
You sit back in the chair properly (head and shoulders are relaxed, not raised, hunched, or rounded), using the backrest for support	<input type="checkbox"/>	<input type="checkbox"/>	
You know how to adjust your chair, and adjust it throughout the day	<input type="checkbox"/>	<input type="checkbox"/>	
You take frequent micro breaks (5 minutes every hour) to change posture and perform stretching exercises	<input type="checkbox"/>	<input type="checkbox"/>	

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<b>7. Laptop</b>			
If using a laptop for prolonged periods (> 2 hours) you use an external keyboard and mouse and/or monitor to optimize the work height and neck posture	<input type="checkbox"/>	<input type="checkbox"/>	

### Additional Notes:

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