**ERGONOMIC CHECKLIST**

**POSTURE CHECKLIST SITTING WORKSTATION**



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|  | **Chair Height**   * Adjust so that when elbows are resting by your side and your wrist is on the desk, your forearms are parallel with the desktop surface when your shoulders are relaxed or…. * Sit side on to the desk; find the point of your bent elbow, if at the right height it should be level with the edge of the desk. |
| **Seat**   * Adjust tilt of the base to suit your comfort. Start with horizontal and experiment with tilting the front of the car down. This assists with upright posture but requires more muscular effort to sustain. |
| **Back Rest**   * Firmly supporting the lower back natural curve |
|  | **Feet**   * Flat on the floor or on a footrest   **Knees**   * Back of the knees should not press down on the front edge of the seat |
|  | **Keyboard**   * The wrists are straight * The forearms are just below horizontal * Elbows are to the side |
|  | **Mouse**   * Close as possible to the keyboard and should be able to reach without the elbow leaving your side * You should have at least ½ of your forearm supported on the desk * If possible alternate mouse between left and right hands |
| **Desktop Layout**   * Arrange task objects within a comfortable reach * Avoid unbalanced non symmetrical postures |
| **Screen Placement**   * Set the distance of the screen, try arm length first * Set the height using option (a) or (b)  1. Screen height so that the top line characters are level with your eyes 2. Screen height so that centre of the screen is 30o below the horizontal level of your eyes   *Note this may change if you wear bifocal/graduated lens glasses*. |
| **General** | * Occasional changes in posture reduce fatigue * Frequent short rests are better than infrequent long rests * Avoid abnormal increase in keystroke rate or mouse use * Combine keying/mouse work with other duties as much as possible |