Ergonomic Checklist

1. Is the workstation deep enough to accommodate the monitor and keyboard directly in front of the user? ..... ☐ Yes ☐ No
2. Does the workstation provide sufficient leg room (depth and width), so there are no obstructions for knees, legs, shins or thighs? ..... ☐ Yes ☐ No
3. Is there adequate room for the monitor to be positioned 16 to 29 inches from the user's eyes? ..... ☐ Yes ☐ No
4. Do you have surge protectors for equipment? ..... ☐ Yes ☐ No
5. Are your forearms, wrists, etc. free from contact with hard, sharp edges? ..... ☐ Yes ☐ No
6. Is the chair stable? ..... ☐ Yes ☐ No
7. Does the chair adjust in height? ..... ☐ Yes ☐ No
8. Is there at least 3 inches between the front edge of the chair and the back of your knees when sitting in back in the chair? ..... ☐ Yes ☐ No
9. Does the chair provide lower-back support? ..... ☐ Yes ☐ No
10. Are your feet flat on the floor or on a footrest when sitting back in the chair? ..... ☐ Yes ☐ No
11. Are all phone lines, electrical and other cords tied up and kept out of the way? ..... ☐ Yes ☐ No
12. Are all stairs with 4 or more steps equipped with handrails? ..... ☐ Yes ☐ No
13. Is there adequate light for reviewing the monitor and reading printed materials? ..... ☐ Yes ☐ No
14. Is the monitor screen positioned so there's no glare? ..... ☐ Yes ☐ No
15. Do you avoid clutching the phone receiver between your ear and shoulder? ..... ☐ Yes ☐ No
16. Are aisles and doorways free of obstructions? ..... ☐ Yes ☐ No
17. Are all electrical cords in good conditions? ..... ☐ Yes ☐ No
18. Is all electrical equipment in good working condition? ..... ☐ Yes ☐ No

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