Stop...Look...Reposition

Place the **MONITOR** directly in front of you and position the top of the monitor screen at eye level and about an arm's length away. Tilt or swivel the **MONITOR SCREEN** to eliminate reflections on the screen or add an anti-glare filter.

**POSTURE**

Maintain a proper **POSTURE** having a 90 degree angle at the hips and knees while the feet are supported by the floor or footrest.

**HEAD AND NECK**

Sit with **HEAD** and **NECK** in upright position, even while on the telephone (use a headset when possible).

Keep **SHOULDERs** relaxed and elbows close to the body.

Use cushioned arm rests to provide **ELBOW** support.

Use ergonomic mouse, keyboard and mousepad to reduce **HAND** strain and arthritis symptoms.

Select a **CHAIR** that, while seated against the backrest, allows clearance behind the knees.

Use the backrest of the chair to provide full support, particularly for the lower back.

**CHAIR HEIGHT**

Adjust the **CHAIR HEIGHT** to achieve a proper posture.

Adjust the height of the chair to keep your elbows bent at 90 degrees and your forearms, wrists and hands in a straight line while using the keyboard.

Allow ample **CLEARANCE** to move knees and legs under the keyboard support.

Reduce **GLARE** on work surfaces by decreasing overhead lighting and using window shades effectively.

Add a task light to illuminate documents properly.
NOISE

Block NOISE with fabric partitions or use earplugs, music or a small fan to mask noise.

Use a DOCUMENT HOLDER to place source documents as close to the computer screen as possible and at the same height and distance. Place mouse and other input devices next to the keyboard.

OFFICE ERGONOMICS CHECKLIST

Physical Checklist
Posture - Activity - Exercise

☐ Maintain proper posture, paying careful attention to positioning of head, neck, arms, hands and feet.
☐ Shift your weight as needed to improve circulation.
☐ When keyboarding, use minimum force while striking keys.
☐ Keep forearms, wrists and hands in a straight line.
☐ Avoid reaching for work tools such as telephone, mouse and reference materials by positioning them conveniently.
☐ Avoid resting elbows, forearms or wrists on hard surfaces or sharp edges.
☐ Take frequent mini-breaks throughout the day to give muscles and joints a chance to rest and recover.
☐ Alternate between work activities which use different muscle groups to avoid overuse.
☐ Give eyes a break by closing them momentarily, gazing at a distant object and blinking frequently.
☐ Periodic stretch breaks can help to relieve muscle tightness and help avoid overuse injuries.
☐ Proper therapeutic exercises are a complement to a complete office ergonomics program. Consult with a health care professional to select appropriate exercises.

This Ergonomic Checklist is intended to provide suggestions for improving your personal comfort and productivity. Contact your Access therapist for further instruction.