

Checklist for an Ergonomically Correct Workstation

Creating an ergonomic workstation is easier than you might think, and the payoff can be huge. This quick checklist can help get you on your way to a more comfortable workstation that works for you!

Adjusting Your Chair

- Adjust your seat back so that the back support of the chair is aligned with the curve of your lower back.
- Correct your chair height so that there is an angle of approximately 90 to 120 degrees between your trunk and thighs. Your knees should never be higher than your hips.
- If your feet are not firmly on the floor with the height of your chair adjusted, then you should use a footrest of some type – even a phone book will do.
- If your chair has the capability, you should adjust the seat back angle as upright as you find comfortable.

Adjust Your Keyboard and Mouse

- Position your keyboard and mouse directly in front of you.
- The proper keyboard/mouse height is reached when you keep your wrists straight and bend the elbows at a 90 degree angle. The keyboard/mouse should be directly under your fingertips.
- Your mouse should be positioned at the same level as your keyboard and as close to you and the keyboard as possible.

Adjust and Ready Your Computer Monitor

- Position the monitor in alignment with you, your keyboard and your mouse.
- Adjust the height so that the top written line is about 1 inch below your horizontal gaze. (This differs with glasses and some other situations.)
- Position the monitor with the top edge slanted back from the bottom edge.
- Position the monitor as far away as you can and still see the screen clearly.
- Clean your screen with a lint-free cloth.

Other Items

- Position your document holder in front of you or as close to the monitor as possible.
- Have your phone headset ready.
- Create a slanted desk surface for reading and writing with an empty binder.
- Have ergonomic pens and pencils ready to use.
- Use whole arm movements when keyboarding or mousing.
- Stretch to start your workday!

If you have checked off the items above and still feel that you need someone to help you with your workstation, please notify your supervisor. You and/or your supervisor can contact us for an ergonomic evaluation by emailing Andrea Prophet, RN (aprophet@resig.org) or Kelly Cook, RTWS (kcook@resig.org).