

Office Ergonomics - Safety Checklist

	Yes	No	N/A	Comments
1. Are both the monitor and keyboard centered in front of the employee and at arms-length distance?				
2. Is the employee's field of direct vision 2-4 inches from the top of the screen and slightly looking down?				
3. Is the lighting in a place where there is no glare on the computer screen?				
4. Are working documents in-line with the keyboard and monitor so that twisting of the neck is not necessary to see the document?				
5. Is the keyboard positioned so to minimize bending of the wrist when typing?				
6. Are the employee's arms and elbows relaxed and close to the body?				
7. Is the employee aware that he/she should change postures frequently and take stretch breaks periodically (at least every 2 hours)?				
8. Is the chair adjustable and able to recline slightly?				
9. Are the employee's feet flat on the floor or on a footrest to ensure that legs are maintained at a 90 degree angle?				
10. Is the CPU off of the desk or to the side of the desk to allow more work area?				

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