

ERGONOMICS HOME OFFICE CHECKLIST



Please email your completed checklist for point verification to anna@livablebuckhead.org

THE OFFICE CHAIR

- Can the height, seat and back of the chair be adjusted to achieve the best posture? See second page.
- Are your feet fully supported by the floor when you are seated?
- Do your armrests allow you to get close to your workstation?

YES!

NO :(

SOMETIMES

KEYBOARD & MOUSE

- Are your keyboard, mouse and work surface at your elbow height?
- Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface?
- Is your mouse at the same level and as close as possible to your keyboard? Is it comfortable to use?

YES!

NO :(

SOMETIMES

WORK SURFACE

- Is your monitor positioned directly in front of you and at least an arm's length away?
- Is your monitor height slightly below eye level?
- Do you have appropriate light for reading or writing documents?

YES!

NO :(

SOMETIMES

BREAKS

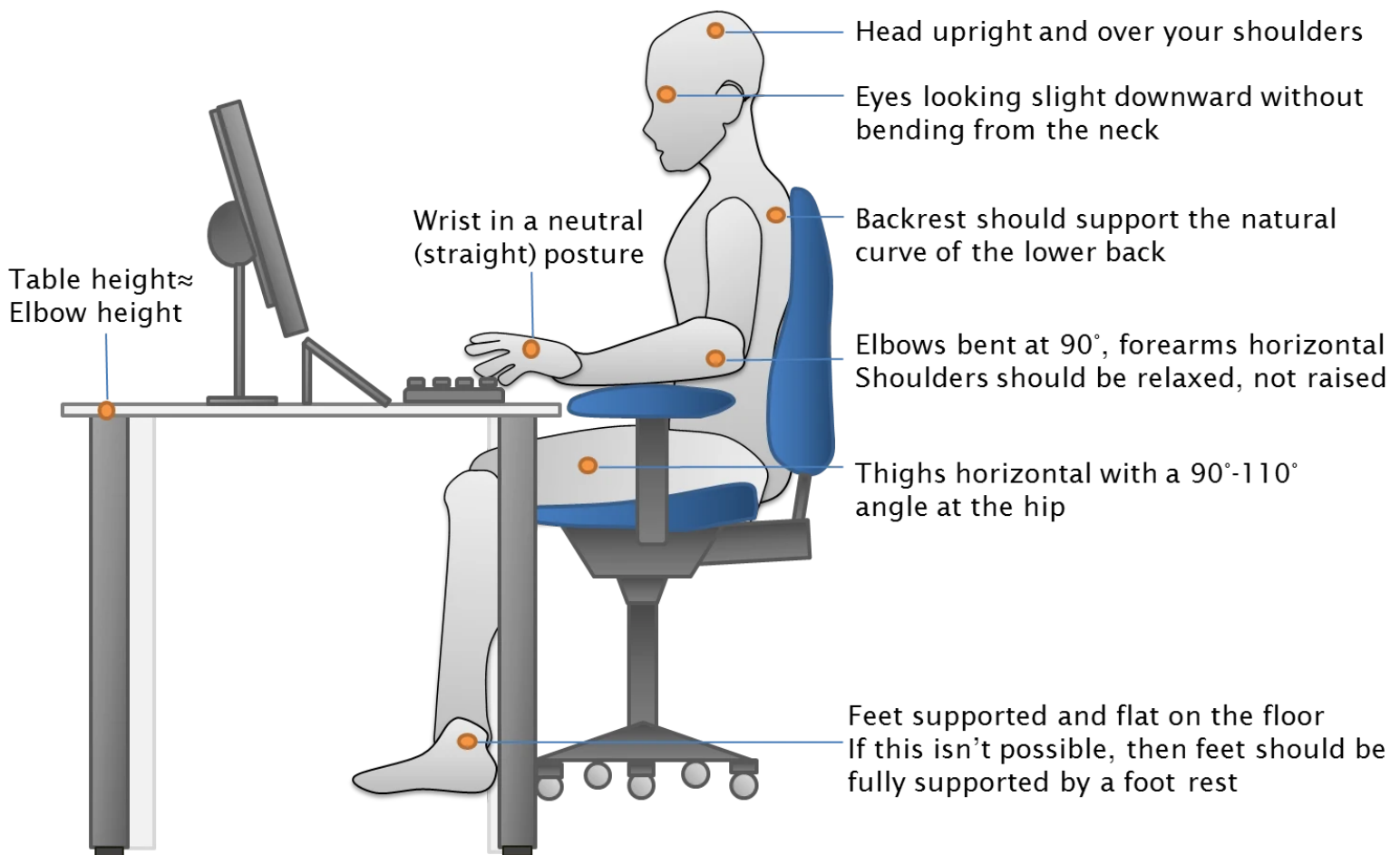
- Do you take postural breaks every 30 minutes? Ex: standing, walking, exercise, etc.
- Do you take regular eye breaks from looking at your monitor?
- Do you take a break for lunch every day?

YES!

NO :(

SOMETIMES

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COURTESY OF THE NATIONAL INSTITUTES FOR HEALTH