



Name: \_\_\_\_\_

Date: \_\_\_\_\_

Chair	Yes	No	N/A	(if no, suggested corrective actions)
Can the height, seat and back of your chair be adjusted?				o Obtain a properly functioning chair
Are your feet fully supported by the floor when you are seated?				o Lower the chair o Add footrest o Re-adjust for footwear height
Are you able to sit without feeling pressure from the chair seat on the back of your knees?				o Adjust seat pan depth o Add a back support
Does your chair provide support for your lower back?				o Adjust chair back o Obtain proper chair o Obtain lumbar support/roll
Do your armrests allow you to get close to your workstation?				o Adjust armrests o Remove armrests
Keyboard and Mouse	Yes	No	N/A	(if no, suggested corrective actions)
Are your keyboard, mouse and work surface at your elbow height?				o Raise or lower workstation o Raise or lower keyboard o Raise or lower chair
Are frequently used objects within easy reach?				o Rearrange workstation
When using your keyboard and mouse, are your wrists straight and your upper arms relaxed by your side?				o Recheck chair, raise or lower as needed o Check posture o Check keyboard and mouse height
Is your mouse at the same level and as close as possible to your keyboard?				o Move mouse closer to keyboard o Obtain larger keyboard tray if necessary
Do you alternate the hand used for controlling the mouse?				o Switch hands and adjust buttons in Control Panel
Work Surface	Yes	No	N/A	(if no, suggested corrective actions)
Is your monitor positioned directly in front of you?				o Reposition monitor
Is your monitor positioned at least an arm's length away?				o Reposition monitor o Obtain flat screen or deeper work surface if there is not enough space
Is your monitor height slightly below eye level?				o Add or remove monitor stand o Adjust monitor height
Is your monitor and work surface free from glare?				o Windows at 90 degrees to monitor o Adjust overhead lighting o Cover windows o Tilt screen downward o Obtain anti-glare screen
Breaks	Yes	No	N/A	(if no, suggested corrective actions)
Do you take stretch breaks at least every 30 minutes?				o Set reminders to take breaks
Do you take regular eye breaks from looking at your monitor?				o Refocus on an object at least 10' away every few minutes
Accessories	Yes	No	N/A	(if no, suggested corrective actions)
Is your copy (document) holder positioned directly in front of you?				o Obtain a different document holder o Adjust workstation set-up
Are you using a headset or speakerphone if you are writing or keying while on the phone?				o Obtain a headset if using the phone