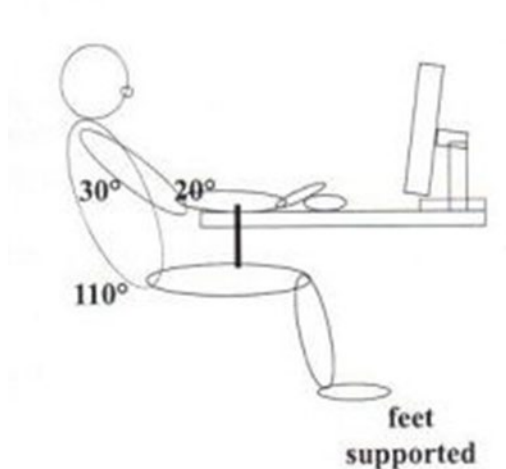




Home Ergonomics: Self-Screen Checklist

Brought to you in partnership with Colorado in Motion

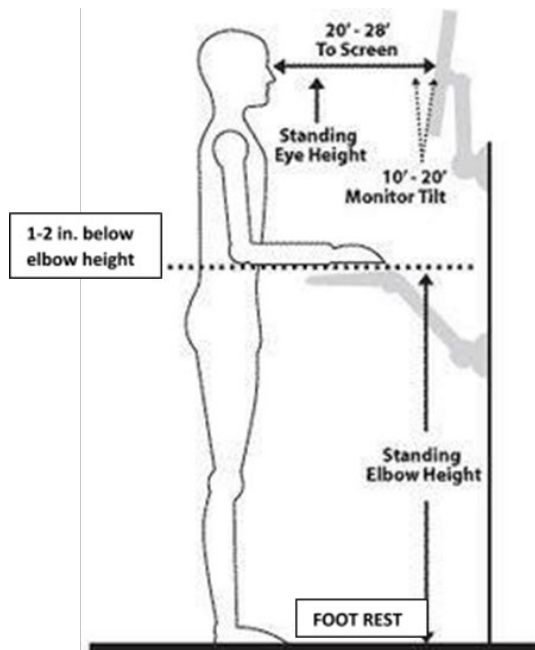
Workplace Postures – Sitting



- ✓ Head and neck in line with torso.
- ✓ Head and neck slightly in front of shoulders.
- ✓ Top of monitor at or slightly below eye level.
- ✓ Chair seat back supports torso.
- ✓ Chair seat back is slightly reclined and upright.
- ✓ Upper arms approximately 25-35 degrees forward of torso.
- ✓ Elbows bent at approximately 90 degrees.
- ✓ Forearms are parallel to the floor.
- ✓ Wrists are neutral and fingers relaxed during active keyboard/mouse use.
- ✓ Middle finger(s) in line with forearms.
- ✓ Wrists/hands/forearms do not rest on hard or sharp surface.
- ✓ Thighs are parallel to floor or have slight decline (hips slightly higher than knees).
- ✓ Hip angle is approximately 110 degrees.
- ✓ Lower legs are perpendicular to the floor or feet are slightly in front of knees.
- ✓ Workstation objects are positioned by frequency of use.
- ✓ Frequently used objects are within approximately 16 inches of reach.

Ergonomics Checklist

Workplace Postures – Standing



- ✓ Desk height is approximately 1 to 2 inches below elbow height with hands on keyboard.
- ✓ Monitor is approximately an arm's length away from eyes and has a 10 to 20-degree negative tilt.
- ✓ Head & neck are neutral – not looking up or down.
- ✓ 5 to 7-inch footrest is available under desk with good knee clearance.
- ✓ If there is no carpeting, consider a lightweight anti-fatigue mat.
- ✓ Neutral shoulders, torso, and legs – not leaning forward or sideways.
- ✓ Forearms are parallel to the floor.
- ✓ Wrists are neutral with fingers relaxed during active keyboard and mouse use.
- ✓ Middle finger(s) are in line with forearms.
- ✓ Wrists, hands, and forearms do not rest on hard or sharp edges.
- ✓ Workplace objects are positioned by frequency of use.
- ✓ Frequently used items are within approximately 16 inches of reach.

Reminder: These are general guidelines and users assume responsibility for their application. Please consult with your supervisor regarding obtaining equipment for your office and consult Risk Management if you have additional concerns.