



Computer Workstation Set-up Checklist

Use this checklist in assisting you to optimize your workspace. Remember to work in the best postures possible. If necessary, please contact your Office Ergo Rep for assistance.

Name:	Date:
Job Title:	Office Ergo Rep:
Department:	Supervisor:
Tasks:	Signs and Symptoms (if any):

1. Chair		OK	NO	ACTION
Note: sit with buttocks fully up against the back of the chair				
Seat height	Adjust the seat height so feet are flat on the floor or footrest, knees are bent at right angles and thighs are horizontal to floor.			
Back rest height	Adjust the back rest height so that the lumbar support of the chair fits the curve of your low back (lumbar curve).			
Seat pan depth	There should be about 2-4 finger widths between the front edge of the seat and the backs of knees. (Adjust if it is possible).			
Tilt	Adjust seat tilt so hips and tops of thighs are at right angles or slightly greater. Vary throughout day.			
Armrest position	Adjust armrests so that they are out of the way while typing, but may provide support during other activities (i.e. phone use, meetings, etc.).			

2. Keyboard and Mouse		OK	NO	ACTION
Note: Mouse and keyboard should be at the same height				
Keyboard/ mouse height	Adjust keyboard/ mouse height so elbows are at right angles (like a square) or slightly greater (90 to 110 degrees) and forearms and hands form straight lines to the keyboard. Note: if your keyboard/ mouse height is not adjustable , adjust your seat height so that your elbows are at right angles or slightly greater (90 to 110 degrees) and forearms and hands form straight lines to the keyboard.			
Mouse height	Adjust mouse so it is close to and on the same level as the keyboard.			
Keyboard-to-user distance	Keyboard-to-user distance should allow user to relax shoulders with elbows hanging close to body.			
Keyboard slope	Position keyboard flat or slightly negatively sloped, ie. sloped away from the user.			
Mouse-to-user distance	Mouse should be directly next to the keyboard. If possible, use mouse with the left hand on the left side of the keyboard to reduce the reach to the mouse.			
Hand posture with the mouse	Mouse with the base of the hand resting on the mouse. If fingers are too long for the mouse, get a larger mouse or use a mouse mate .			
Speed of the mouse	Utilize the settings of the mouse under the Control Panel under Settings to match your individual needs.			

3. Monitor		OK	NO	ACTION
Monitor height	Adjust monitor height so top of screen is at or slightly higher/lower than eye level. Exception: Bi-focal/ graduated lens users adjust the height of the monitor so that the head is straight when viewing the monitor. This may mean raising or lowering depending on which part of the lens you need to look from to see the screen.			
Screen-to-user distance	Viewing distance is approximately arm's distance away (18"- 28"). Larger monitors may be even further away (up to 33"). Judge appropriate distance by checking to ensure the head is straight and not forward.			
Monitor alignment w/ user	Monitor and keyboard should be placed directly in front of user.			
Visual comfort of screen	Monitor should be positioned to avoid glare (perpendicular to window/ strong light source), use blinds as necessary.			
Brightness and contrast controls	Adjust the brightness and the contrast control on the monitor to make it easier to see the screen.			
4. Work Environment and Work Surface		OK	NO	ACTION
Leg clearance at workstation	Width = 2" + hip width, Height= Highest point of thighs or higher, Depth= Allows foot/knee clearance.			
Placement of frequently used items	Keep frequently used items (i.e. phone) within easy reach.			
Placement of source documents	Place documents close to the monitor. Options: on slanted surface in space between monitor and the keyboard or to the side of the monitor.			
General task lighting	Ensure lighting is not direct or overly bright and that it is on the hard copy. Light is not required on the monitor as it produces its own light source.			

5. Work Practices		OK	NO	ACTION
Frequency of microbreaks	Get out of chair at least once per hour, microbreak every 30 min of keyboarding.			
Alternate tasks	Break up long periods of continuous computer use by performing small tasks/ errands.			
Keyboarding/ mousing posture	Keep wrists straight, avoid supporting wrists on any surface while typing. It is OK to rest occasionally when not typing on the sides of the hand.			
Sitting posture	Upright or slightly reclined posture, maintain slight curve in lower back.			
Phoning posture	Avoid tilting head/neck to cradle the phone. Use hand to hold receiver or wear headset.			
Reach posture	Stand to get items from overhead shelves. Do not reach over shoulder level.			

Statutory Requirement - Ergonomics (MSI) Regulation 4.50

For submission and action by Administrative Heads of Unit or nominated representative.

Recommended Measures	Action By Whom?	By When?	Done