

# Your Workstation Checklist

## Worksurface

- Are all the articles you need within reach?
- Is your keyboard height 55-75 cm from the floor?
- Do you have at least 65 cm height for your legs?
- Do you have sufficient space for arranging documents, books, etc.?

## Screen

- Is the screen the right distance from your eyes?
- Have you adjusted your screen to the correct height and tilt?
- Have you adjusted for brightness and contrast?
- Is your screen free of glare or shadows?
- Are the images on your screen sharp, easy to read and do not flicker?
- Have you had your eyes checked recently?

## Document Holder

- Is the holder at the same viewing distance and height as the screen?
- Are you placing the document holder on alternate sides of the screen?

## Posture

- Are your upper arms straight down from the shoulder?
- Are your elbows at an angle of about 90 degrees?
- Are your forearms parallel to the floor?
- Do your fingers rest naturally on the middle row (home keys) of the keyboard?
- Are your thighs parallel to the ground?
- Are your feet comfortable on the floor or should you consider a footrest?

## Seating

- Is your chair stable (5-star base) and does it swivel?
- Can your chair be adjusted easily for height?
- Is the backrest of your chair adjustable for both height and angle?
- Does the backrest support the inward curve of your lower back?
- Is the seat surface of your chair padded and of a breathable fabric?

## Lighting

- Is your workstation positioned parallel to the ceiling fluorescent lights?
- Are the ceiling fluorescent lights fitted with diffusers or louvres?
- Have you minimised other sources of glare and reflections?
- Do you need a task light?