



Office checklist*

At my computer and work area

- ✓ I sit comfortably, feet flat to the floor, legs 'square', and arms at right angles
- ✓ My chair supports me well, with support in my lower back
- ✓ My computer desk supports the keyboard and mouse so my arms stay parallel to the floor
- ✓ My fingers are able to droop down while keying
- ✓ My source documents are supported so I do not squint or strain
- ✓ My computer screen is at arms reach, top of the screen at eye level, with a 5% tilt at top to the rear
- ✓ I have a flat footrest only if my desk is not high enough
- ✓ I rest my arms for micro pauses between keying and mousing
- ✓ I have no obstructions at my feet or in pathways
- ✓ I can reach the things I require to work easily
- ✓ When I reach and turn I use my pelvis and spine
- ✓ Lighting is adequate, with fluorescent lighting diffused
- ✓ There is no glare on my computer or other work surfaces
- ✓ Temperature and airflow are comfortable
- ✓ Noise level is OK
- ✓ My work is organised so I have a variety of tasks, take sufficient breaks
- ✓ I do regular movement exercises during my work day
- ✓ I seek advice or support if I am not comfortable



* This checklist should be used as a guide only. It is recommended that you seek professional advice about your workstation and workspace requirements.