

WORKSTATION CHECKLIST (1)

CHAIR		
Chair height	Adjust so that the hip angle is 90-100°	<input type="checkbox"/>
	Thighs are parallel to floor or angled slightly downwards	<input type="checkbox"/>
	Knee angle is 90-100 °	<input type="checkbox"/>
	Feet are flat on the floor	
Lumbar support	The lumbar support should support the natural curve of the lower back	<input type="checkbox"/>
Back of the chair	Adjust so that the back of the chair is angled at 90-100° angle	<input type="checkbox"/>
Seat tilt	Tilt the seat so that your thighs are parallel to the floor or so that your knees are angled slightly downwards	<input type="checkbox"/>
Seat depth	The seat should be deep enough to allow at least 2-3 fingers between the back of the knee and the front of the chair	<input type="checkbox"/>
Arm rests	Arm rests should be removed to allow you to move your chair closer to the desk	<input type="checkbox"/>
DESK		
Desk height	Adjust your desk (or chair if your desk is not adjustable) so that the desk top is slightly below elbow height when you are seated.	<input type="checkbox"/>
	The angle of your elbow to the top of the desk is 90-100°	<input type="checkbox"/>
Space under desk	Allow ample leg room	<input type="checkbox"/>
Surface	Minimise clutter on your desk to allow more space to work	<input type="checkbox"/>
COMPUTER MONITOR		
Monitor height	The top of monitor should be at eye level	<input type="checkbox"/>
Distance	The monitor should be placed at an arm's length away	<input type="checkbox"/>
Tilt	The monitor should be angled upwards at 10-20 ° towards the eyes	<input type="checkbox"/>

WORKSTATION CHECKLIST (2)

MOUSE AND KEYBOARD		
Keyboard	The keyboard should be positioned directly in front of you on the desk	<input type="checkbox"/>
Mouse	The mouse should be positioned directly next to the keyboard	<input type="checkbox"/>
	Keep your elbows by your side when moving the mouse	<input type="checkbox"/>
Wrist position	Neutral wrist position should be maintained at all times	<input type="checkbox"/>
OTHER		
Document holder	Use a document holder if working on the computer and hard copy documents	<input type="checkbox"/>
Organisation	Frequently used items should be placed within close proximity	<input type="checkbox"/>
Breaks	Take multiple short breaks throughout the day to minimise issues related to prolonged sitting	<input type="checkbox"/>
Regular exercise	Regular exercise is recommended every hour	<input type="checkbox"/>
Sitting posture	Always maintain good posture whilst sitting	<input type="checkbox"/>