Ergonomic Checklist

Office Desk
- ☐ Have you got enough space of your desk
- ☐ Have you got enough storage space
- ☐ Is your desk too low or high
- ☐ Is your desk to large or small
- ☐ Are the draws easy to operate
- ☐ Is there enough space under the desk for your legs

Computers
- ☐ Can you adjust the screen brightness
- ☐ Can you change the screen colours
- ☐ Is there glare on the screen
- ☐ Can you adjust the screen positon
- ☐ Can you tilt the screen
- ☐ Are the cables tucked away
- ☐ Is the text the correct size
- ☐ Is the screen image stable / does the screen flickers
- ☐ Is there sufficient contrast

Office Chair
- ☐ Are you familiar with the mechanisms of the chair
- ☐ Are adjustments in working order
- ☐ Are your knees lower than your hips
- ☐ Are you able to sit back in the chair with a ~5cm gap between your knees and the seat
- ☐ Is the chair wide enough
- ☐ Can you move close enough to the desk without the arm rests hitting the desk
- ☐ Can your feet lay flat on the ground or footrest
- ☐ Can you place your feet under the chair
- ☐ Is the angle between your lap and abdominal area between 100-120 degrees
- ☐ Can you get in and out of your workspace easily

Keyboard
- ☐ Does the keyboard follow the QWERTY layout
- ☐ Is the keyboard detachable
- ☐ Can you operate the keyboard with your wrists in a comfortable position
- ☐ Do you have adequate forearm support
- ☐ Is the keyboard of adequate size
- ☐ Are the characters on the keyboard eligible

Mouse
- ☐ Is the cable long enough for easy use
- ☐ Does the mouse move
- ☐ Does the cursor move easily
- ☐ Do you find the mouse comfortable to use
- ☐ Is there enough space for the mouse

NOTES