My Department Stores
Ergonomics Checklist



Ergonomics Checklist

Chair and foot rest	
Chair is adjusted so that:	
• Elbows can rest at right-angles	
• Arms are slightly higher than your desk	
• Legs are square at the knees	
• Feet are flat on the floor	
Chair backrest is adjusted so that your back is straight and your lower back is well supported	
Is a footrest used?	
Desk	
Desk height is adjusted so that:	
• Your arms, when seated and held at right angles, are just above your desk.	
• There is good clearance between the bottom edge of the desk and your legs	
Monitor	
Monitor is positioned:	
• At least half a metre away from your seated position	
• With the top of the screen in line with your eyes or just below	
Document holder	
Is a document holder used?	
If Yes, Is it positioned below or to the side of the monitor (but not between the monitor and keyboard)?	
Keyboard	
Keyboard is positioned:	
• As close as practical to the front of the desk	
• So that when typing the top of your hand, wrist and forearm are all in a straight line	
Mouse	
Mouse is positioned:	
• Directly next to your keyboard	

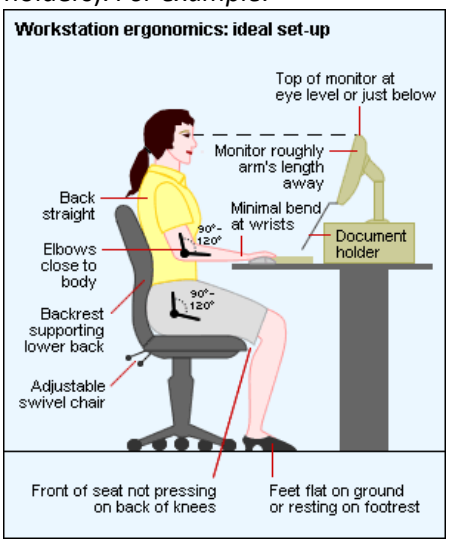
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• So that when using the mouse wrists are straight and supported by the desk	

Upload images of the workstation set up.

Take one photo of yourself sitting at your workstation from a side profile which shows the chair (and your posture), screen, keyboard, and any accessories you regularly use (such as document holders). *For example:*



Click on this field. Navigate to the Insert Ribbon and click on the image button. Use the browse window that appears to choose the image from your computer.