



Comprehensive Ergonomics Resource Kit

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1. Office Ergonomics Audit Workbook (10 pages)

Page 1: Cover Page



Ergonomic office chair and desk setup. Up to 30% of back injuries in office workers are preventable with improved workstation design ¹. This **Office Ergonomics Audit Workbook** provides a structured self-assessment to improve comfort and productivity. *Self-Assessment Tools for a Healthy, Comfortable Workstation.*

Page 2: Introduction – *Why Audit Your Workstation?*



Dual-monitor home office setup. Poor ergonomics often underlies common aches (neck, back, wrists). Studies show simply correcting monitor height and distance can reduce neck/shoulder discomfort by about 20–30% ², and sit-stand desks with proper screen placement yield 20–32% less upper-body pain ³. A U.S. Dept. of Labor study found up to 30% of office back injuries could be prevented through better design ¹.

Your audit will follow these steps: 1) **Log symptoms** you feel; 2) **Check each workstation component** (chair, desk, monitor, keyboard, etc.) using the pages ahead; 3) Compute a **risk score** and set action items; 4) **Track improvements** over time.

Symptom-to-cause clues: Common pains often hint at specific issues – use this guide to diagnose:

- *Neck pain:* Often caused by a monitor that’s too low, too far, or requiring you to lean forward ⁴ ⁵.
- *Shoulder/upper-back tension:* Frequently results from reaching too far for the keyboard or mouse (e.g. due to missing keyboard tray or wide armrests) ⁶.
- *Eye strain:* May be from glare, incorrect screen distance, or having the top of the monitor above eye level ⁷ ⁸.
- *Lower-back soreness:* Suggests inadequate lumbar support or prolonged slouching ⁹.
- *Wrist pain:* Often caused by bent wrists or pressure on a hard desk edge ¹⁰ ¹¹.

Keep a log of symptoms as they occur (frequency, intensity). Analyzing patterns over a week reveals where fixes will help most. For example, many people find that a simple monitor adjustment noticeably cuts their neck/shoulder discomfort ². Ready to begin? Turn the page to start your self-assessment.

Page 3: Self-Assessment & Symptom Log

Record your current discomfort and posture. Use the tables below to note issues over the workweek:

- **Symptom Log:** List body areas (neck, shoulders, eyes, back, wrists, etc.) and rate discomfort daily (e.g. 0=None, 5=Severe or “Never/Sometimes/Often/Always”). For example, if neck stiffness occurs daily after 2 hours of computer work, mark it as “Often/High.” Tracking over several days highlights problem trends. (*Studies show correcting monitor position alone can cut neck/shoulder pain by ~20–30%* ².)
- **Posture Checklist:** Self-check your sitting posture several times a day. Look for common issues: Are you slouching? Is your head jutting forward? Are shoulders shrugged up? Is your lower back curved? Are your feet flat on the floor? Use a mirror or photo if needed. Mark any posture breakdowns so you know what to fix first.

By the end of the week, note any persistent symptoms (e.g. “Neck pain 3/5 daily” or “Occasional eye strain”). These findings will guide which adjustments from the upcoming pages will benefit you most.

Page 4: Workstation Audit Checklist

Workstation Components Quick-Check: Evaluate each major element of your setup. In the table below, go through each row and tick “OK” or “Needs Adjustment” for any issues you find.

Component	Checkpoints	Status
Chair	Height allows feet flat on floor or footrest; lumbar support fits the lower back; armrests (if used) support forearms without raising shoulders ⁹ .	<input type="checkbox"/> OK / <input type="checkbox"/> Adjust
Desk	Under-desk space clear (no items blocking legs); desk height lets elbows be ~90° with forearms roughly parallel to floor ¹² .	<input type="checkbox"/> OK / <input type="checkbox"/> Adjust
Monitor	Centered directly in front; top of screen at or just below eye level ⁵ ; about arm's length away (≈50–70 cm) ¹³ ; no glare on screen ¹⁴ .	<input type="checkbox"/> OK / <input type="checkbox"/> Adjust
Keyboard & Mouse	Keyboard centered in front, flat or slight negative tilt; wrists straight above keys ¹¹ ; mouse close to keyboard at same level; elbows close to sides.	<input type="checkbox"/> OK / <input type="checkbox"/> Adjust
Posture	Back supported by chair (use lumbar roll if needed) ⁹ ; shoulders relaxed (not hunched) ¹² ; head balanced (not jutting forward); feet flat or on footrest.	<input type="checkbox"/> OK / <input type="checkbox"/> Adjust
Environment	Good lighting (no glare) ¹⁴ ; maintain hydration; schedule regular breaks and movement.	<input type="checkbox"/> OK / <input type="checkbox"/> Adjust

After ticking off all checked items, focus on the “Needs Adjustment” cases. Pages 5–8 will walk you through detailed checks for each area so you can fix the problems identified here.

Page 5: Chair & Seating Evaluation

Inspect your chair and sitting posture in detail. Below is a checklist of chair adjustments and posture cues:

- **Seat Height:** Adjust so that when sitting back, your thighs are roughly parallel to the floor and your feet rest comfortably flat (or on a footrest) ⁹. If feet dangle, raise the chair and add a footrest.
- **Lumbar Support:** Ensure the backrest’s curve fits snugly in the small of your lower back to maintain its natural S-curve ⁹. If your chair lacks support, place a rolled towel or cushion at your waist ¹⁵.
- **Seat Depth:** When seated against the backrest, there should be about 2–3 inches of clearance between the front edge of the seat and the back of your knees (the “waterfall” edge) ¹⁵. This prevents pressing on the back of your legs.
- **Armrests:** If used, adjust height so your forearms rest lightly when elbows are at your sides (shoulders should stay relaxed) ⁹. Armrests should not force you to sit forward or block you from sliding under the desk. If armrests cannot be set correctly, remove or ignore them.
- **Chair Stability:** Your chair should have a five-star base and roll easily. All adjustment levers (height, recline) should work smoothly. A functioning chair encourages you to change position rather than stay rigid.

Quick Tip: A slight recline (<110°) can ease back pressure. Always sit with your hips slightly above knees and pelvis tilted forward for a neutral spine ¹² ¹⁶. Avoid slouching or locking the backrest.

Page 6: Monitor & Screen Setup

Make sure your displays are positioned for easy viewing. Check each of the following and adjust as needed:

- **Position & Alignment:** Place your primary monitor directly in front of you ¹⁷. Your head and torso should face the screen—do not twist your neck. If you use two monitors equally, put them side by side within a comfortable arc.
- **Height:** The top of the screen should be at or slightly below your eye level ⁵. Aim for a natural 10–20° downward viewing angle (the top third of the screen) ⁵. For bifocal or progressive lens wearers, you may need to lower the screen an extra ~2–5 cm to avoid tilting your head back ⁸.
- **Distance:** Sit about an arm's length away (roughly 50–70 cm for a 24–27" monitor ¹³). As a quick check, you should be able to touch the screen with your extended finger. Larger screens (30" or ultrawide) may require up to ~80–100 cm distance. Adjust text size if anything looks too small at a normal distance ¹³.
- **Tilt & Angle:** Tilt the monitor so it is perpendicular to your line of sight. A slight backward tilt (top edges a bit farther than bottom) is fine, but don't tilt so much that glare increases ¹⁸. Ensure you can view the entire screen without bending your neck.
- **Glare/Lighting:** Position the screen to avoid reflections. Ideally, place it perpendicular to windows or light sources ¹⁴. Adjust blinds, overhead light, or screen brightness/contrast until you can read without squinting or tilting your head.
- **Display Settings:** Make sure text is clear. Increase font size or zoom if needed (especially on high-resolution monitors). A correctly set monitor reduces eye strain and keeps your head in a neutral position ⁸ ¹⁹.

Did You Know? Even small monitor tweaks pay off. Many users report a noticeable drop in neck/shoulder discomfort after just adjusting screen height and distance ².

Page 7: Keyboard & Mouse Assessment

Check that your input devices are placed for comfort:

- **Position:** Keep the keyboard and mouse centered in front of you. The "H" key (home position) should align with your body's midline ¹¹. Place them close enough so that your elbows stay at your sides. If you tend to lean forward to reach them, reposition accordingly.
- **Height:** Your keyboard and mouse should sit at elbow height so your forearms are roughly parallel to the floor ¹². Ideally, your elbows form a 90–100° angle. If using a keyboard tray or adjustable desk, set it so your shoulders can relax (not shrugged) while typing. A slight negative tilt (keyboard slanted away from you) can help keep wrists straight.
- **Wrist Posture:** Keep wrists straight (not bent up/down or angled) when typing and mousing ¹¹. Your palms should hover lightly above the keys. Don't rest your palms on a hard edge while typing – a padded wrist rest can be used only when resting (not while actively typing) ¹⁰.
- **Mouse Placement:** Place the mouse immediately next to the keyboard on the same level. Your hand should float level with your forearm; use a light touch on the buttons. Avoid stretching to reach the mouse – if the mouse cable pulls your hand, secure or replace it. A vertical or trackball mouse may help those with wrist strain.
- **Alternatives:** If you use the mouse heavily and feel fatigue, try alternating hands or exploring ergonomic devices (vertical mouse, trackpad). Keep frequently used items (phone, notepad) within easy reach to avoid repetitive overreaching.

Remember: A too-high keyboard surface leads to shoulder strain ⁶, and bent wrists cause tendon stress. Adjust now so that your shoulders stay relaxed and your wrists stay neutral.

Page 8: Posture, Movement & Breaks Guidelines

Good setup matters, but healthy habits keep you comfortable long-term. Follow these tips:

- **Neutral Sitting Posture:** Sit upright with your hips slightly forward and back flush against the chair ¹². Keep shoulders relaxed and down (not raised) ¹². Your head should be balanced over your shoulders – avoid a “turtle” position (chin poked out). If your head is forward, lift your monitor or consciously tuck your chin.
- **Dynamic Positioning:** Even a perfect setup can hurt if you stay still too long. Use the Cornell 20-8-2 rule: for every 20 minutes of sitting, aim for about 8 minutes of standing and 2 minutes of movement ²⁰. If you sit, shuffle your feet or shift hips occasionally. If you stand, distribute weight evenly on both legs. These micro-movements keep blood flowing and muscles engaged.
- **Regular Breaks:** Follow the 20-20-20 rule for your eyes ⁷: every 20 minutes, look at something 20 feet away for 20 seconds to reduce eye strain. Likewise, take a 1–2 minute stretch break at least hourly ²¹. Stand up, stretch your neck and shoulders (e.g. shoulder rolls, neck tilts), and change your hand grip. Alternating tasks (computing vs. phone vs. filing) also gives your eyes and body a rest.
- **Alertness to Strain:** Use alarms or apps to remind you to adjust posture. At any sign of discomfort (e.g. tense shoulders, headache, stiff back), stop and correct your posture immediately. For example, if your shoulders are hiked, relax and lower them; if your lower back feels unsupported, add extra lumbar support or stand briefly.

Healthy ergonomics is as much about motion as position. Even with a great setup, scheduled movement and attentiveness will keep you pain-free.

Page 9: Ergonomic Risk Score & Action Plan

After completing the checks above, tally your “Needs Adjustment” ticks as a simple **Risk Score**. For example, assign 5 points per issue and sum them up. Use the table below as a guide to interpret your score:

Ergonomic Risk Score	Risk Level
0 – 20	Low Risk
21 – 40	Moderate Risk
41 – 60	Needs Improvement
61+	High Risk

A higher score means more issues at your workstation. Those in the **Moderate/High** zones should tackle the biggest problems first (e.g. monitor height, seating support).

Next, fill out an **Action Plan** to fix the issues. Below is an example table – list each issue, the change needed, who will do it, and a target date. Assigning even small fixes (raise monitor by 5 cm, add a cushion) with deadlines turns intentions into results.

Issue	Proposed Fix	Responsible	Target Date
Monitor too low	Raise by 5 cm	[Name/Self]	[Date]
No lumbar support	Add back cushion	[Name/Self]	[Date]
Keyboard too high	Lower keyboard tray	[Name/Self]	[Date]

(add more as needed)

Note: These categories are illustrative. Focus on the most impactful changes first (often the ones you feel as pain).

Page 10: Weekly Review & Improvement Tracker

Building a habit of review is key. Use the tables below each week to log progress and ensure the changes are working:

- **Weekly Review Table:** Record each week’s key fixes and comfort levels. For example, “Week 1: Raised monitor; neck pain 3/5 → 2/5.”
- **Monthly Improvement Tracker:** Chart your overall ergonomic score or number of issues over time. Example rows:

Week	Key Fixes Made	Discomfort (1-5)	Notes
1	Adjusted monitor height	Neck 3→2; Shoulders 2	Neck feels better after 2 days
2	Added lumbar pillow	Back 4→3	Sitting feels more supported
3	Keyboard tray installed	Shoulders 3→1	Shoulder strain almost gone

Month	Ergonomic Score	Improvements	Outcome
January	50	Upgraded desk, moved monitor	Headaches ↓; posture improved
February	30	New chair, added footrest	Back pain minimal
(etc.)

Seeing these numbers fall and symptom scores drop can be very motivating. For instance, in one case study a company reported “*shoulder and neck injuries vanished*” after installing adjustable desks ²². Tracking your progress helps ensure you reap similar benefits.

Repeat this audit periodically (e.g. quarterly). Share your findings with HR or wellness teams – these forms can help them address wider workplace issues. For more ergonomic resources, see [OSHA](#) and [Mayo Clinic](#) guides.

Version 1.0

2. Monitor Height Reference Guide (8 pages)

Page 1: Cover Page

Monitor Height Reference Guide – “Set Your Screens for Comfort & Productivity.” An ideal image of monitors on adjustable arms (see example below). A good tagline stat: *“Even a slight head tilt at a screen can overload neck muscles ²³.”*

Page 2: *The Cost of a Bad Monitor Setup*

Screens set too low or too high force the neck into flexion or extension, overworking muscles. OSHA notes that if a screen is too high, you tilt your head back; if too low, you flex your neck forward ²³. Both postures can cause chronic neck strain. A monitor that's too low also encourages a forward-head posture, stressing upper back and shoulders. Looking up at a screen exposes more eye surface, leading to dryness and fatigue ¹⁹.

Poor monitor positioning can even impact productivity and well-being. Fortunately, a slight adjustment makes a big difference. When your eyes look slightly downward (~10–20°) at the screen, you maintain a neutral head posture and reduce eye dryness ⁵ ¹⁹. Correct screen setup is a simple fix that prevents pain and keeps you focused.

“Check now: If your head's tilted up/down even a little, adjust it. Your neck will thank you.”

Page 3: Finding Your Ideal Monitor Height

Follow these steps to position your screen correctly:

1. **Set Neutral Posture First:** Sit or stand comfortably with feet flat, hips slightly above knees, shoulders relaxed, and elbows at ~90° ¹² ⁹. This is your baseline neutral position.
2. **Mark Eye Level:** Have someone mark (or tape) your eye height on a wall. Raise or lower your monitor so the *top third* of the screen is at or just below this eye level ⁵. This typically creates that 10–20° downward gaze recommended by ergonomic standards ⁵.
3. **Check Distance:** Extend one arm; your fingertip should just reach the center of the screen ²⁴. A rule of thumb: about 50–70 cm (20–27”) away for a 24–27” display ¹³. Larger screens may need 80–100 cm. Adjust text size or zoom if readability is an issue at a comfortable distance.
4. **Fine-Tune:** Work at the desk for 2–3 minutes. If your neck or eyes still feel strained, adjust the height in small increments until you feel your head naturally centered. Ensure you can view the whole screen without moving your head.
5. **Sit-Stand Users:** If you have an adjustable desk, note two heights. Set the monitor at the sitting height as above. Then stand up, keep elbows at ~90° on the keyboard, and raise the desk *and* monitor about 10–15 cm to match the same viewing angle ²⁵. Confirm again that your eyes fall on the top third of the screen while standing.

Top Tip: The highest part of your monitor should always be at or slightly below eye level ⁵ ⁸. If you wear bifocals, lower it a bit further so you can look at the screen through the correct lens segment. After these adjustments, you should barely need to tilt your chin up or down to see comfortably.

Page 4: Monitor Distance & Viewing Angles

Proper distance and angle are just as important as height:

- **Arm's-Length Rule:** Keep the screen about an arm's length away. Rough guidelines: 50–70 cm (20–27") for a typical 24–27" monitor; 70–100 cm for very large or ultrawide screens ¹³. This prevents leaning forward or backward. If text seems blurry, either increase font size or move a bit closer (but not closer than ~50 cm).
- **Vertical Angle:** Aim for a 10–20° downward gaze on the screen ⁵. This angle is naturally comfortable and keeps the neck neutral. If you have multifocal lenses, remember to lower your screen 2–5 cm so you can look straight through the right part of the lens ⁸. After adjusting, when you sit up straight your eyes should meet the top of the monitor without tipping your head.
- **Lighting and Glare:** Check that you don't need to tilt or squint because of brightness. Adjust screen brightness and contrast to a comfortable level. Position the monitor perpendicular to windows or bright lights to avoid glare ¹⁴. Use blinds or an anti-glare filter if needed. Poor lighting can force you into awkward postures, so fix it early.

Quick Checklist: Sit back in your chair. You should see the top of the display clearly by looking straight ahead. If not, adjust distance/height now.

Page 5: Sit-Stand Workstation Tips

If you use a height-adjustable desk, follow these guidelines to maintain proper monitor placement in both positions:

- **Record Your Sit-Height:** Measure the ideal monitor and keyboard height while sitting (as in Page 3). Make a note or use the memory settings on your desk if available.
- **Set Up for Standing:** When you stand, you typically gain about 10–15 cm in eye height ²⁵. Raise your desk (and monitor) approximately this amount so that when standing, your monitor still sits at the top-third eye level. Keep your elbows at ~90° on the keyboard.
- **Test & Adjust:** After switching to stand, take a minute and reassess. Ensure the screen is still the proper arm's length away and at a downward gaze. Fine-tune as needed.
- **Alternate Often:** Use a routine like the 20-8-2 rule ²⁰ (for each 30 minutes, spend 20 sit / 8 stand / 2 move). Changing positions frequently prevents stiffness and discomfort. Each time you switch, do a quick posture check: shoulders down, screen angle checked.

Remember: using a stand desk isn't about finding one perfect height, but about movement. Many workers report reduced back and neck pain simply by alternating postures and keeping the monitor aligned ³. Adjust and move until you find a rhythm that feels good.

Page 6: Common Errors & How to Fix Them

Avoid these typical monitor setup mistakes:

- **Monitor Too Low:** Causes you to crane your neck forward (neck flexion). *Fix:* Raise the monitor so the top is at or just below eye level ⁵.
- **Monitor Too High:** Causes you to tilt your head back (neck extension) and can lead to dry eyes. *Fix:* Lower the monitor a bit. Your eyes should naturally align near the top of the screen ⁵.

- **Screen Too Far Away:** Leads to leaning forward or squinting. *Fix:* Move the monitor closer (arm's length is ideal) ¹³ . Ensure the entire screen is easily readable.
- **Screen Too Close:** Can cause blurred vision or eye fatigue. *Fix:* Move back until you're at a comfortable reading distance, and enlarge text if needed.
- **Incorrect Tilt:** If the screen is tilted such that the top edge is farther than the bottom, you may have to look up or down awkwardly. *Fix:* Tilt the monitor so it faces you directly, usually by about 10–20° downward from horizontal ¹⁸ .
- **Side Misalignment:** If the monitor is off to one side, you'll twist your neck. *Fix:* Center the monitor with your midline ¹⁷ . For dual screens, angle the primary screen directly ahead and the secondary slightly inward.
- **Ignoring Eye Care:** Staring without breaks causes fatigue. *Fix:* Follow the 20-20-20 rule ⁷ and blink often. Even a short walk or closing your eyes briefly helps.

Make one adjustment at a time and give your body a few days to adapt. If discomfort persists, reassess posture, and don't hesitate to consult an ergonomics professional.

Page 7: Monitor Positioning Checklist

Before you start work each day, run through this quick checklist. Check each box once confirmed:

- Top of monitor at or just below eye level ⁵ ⁸ .
- Screen roughly an arm's length (50–70 cm) away ¹³ ⁷ .
- Monitor is directly in front of you (no twisting) ¹⁷ .
- Screen tilt allows a 10–20° downward gaze ⁵ ¹⁸ .
- If you wear glasses (bifocals), the monitor is lowered ~2–5 cm for comfort ⁸ .
- Position prevents glare: the screen is perpendicular to windows or bright lights ¹⁴ .
- Brightness/contrast set so you do **not** need to squint ⁷ ¹⁸ .
- For laptops: an external keyboard and a laptop stand or elevated platform are used ²⁶ .
- Eye break habit in place (20-20-20 rule every 20 min) ⁷ .

✓ Check off each item now to ensure your screen setup is optimized before you begin.

Page 8: References & Resources

For more information and tools, consult authoritative sources: OSHA's Computer Workstations eTools (positions, chairs, monitors, keyboards, mouse) ²⁷ ⁵ , the Mayo Clinic's office ergonomics guide ¹¹ ⁸ , and standards like ISO 9241 on workstation ergonomics. Ergonomics articles (e.g. from reputable occupational health sources) reinforce that even simple adjustments (monitor height, breaks) have *measurable benefits* ² ³ .

One last word: Correctly set monitors are a quick, no-cost fix with big impact. Getting your screen height and distance right helps keep your neck aligned and your eyes comfortable ⁵ ¹⁹ . Share this guide with colleagues and check your setup regularly. Scan the QR code or visit our website for more ergonomic tips.

3. Ergonomic Desk Setup Checklist (12 pages)

Page 1: Cover Page

Ergonomic Desk Setup Checklist

“Daily & Weekly Checklists for a Comfortable Workspace.”

This cover features an inviting workspace image (above) and a subtitle like *“Eliminate aches one checklist at a time!”* – setting the tone for practical, actionable advice. (No chart needed.)

Page 2: Introduction – *Getting Started*

These checklists turn ergonomic best practices into a daily habit. Small, consistent changes add up: studies show taking mini-breaks and adjusting posture can greatly reduce fatigue ²¹ ⁷ . Use each section ahead as part of your routine.

How to use this: Each checklist (daily, weekly, etc.) is a quick form. Begin your day with the **Daily Checklist** (Page 3) to set up correctly. Then use the **Weekly Checklist** (Page 4) for a deeper review once a week. Checklists for specific setups (monitor, chair, laptop, etc.) help when you switch contexts. You can even share copies with team members or put them on your wall.

Stay consistent – start your workday by running the Daily checklist to ensure your station is set, then revisit the longer checks every week or month.

Page 3: Daily Ergonomics Checklist

Start your day by ticking off these essentials to keep aches at bay:

- [] **Chair & Seating:** Feet flat (or footrest) and thighs level ⁹ . Lower back pressed against lumbar support (or use a cushion) ⁹ . Shoulders relaxed (not shrugged) ¹² .
- [] **Monitor:** Top of screen at eye level ⁵ ; about arm’s length away ¹³ .
- [] **Keyboard/Mouse:** Centered in front, close enough for relaxed shoulders ¹¹ . Keyboard flat or tilted slightly away, and wrists straight.
- [] **Posture:** Sit upright (don’t lean or crane forward) ¹² . Keep your head balanced – avoid jutting your chin out or curling.
- [] **Break Reminders:** Use a timer or app to blink often and follow the 20-20-20 eye rule ⁷ . Plan 1–2 minute stretch breaks each hour (stretch arms, neck, back).
- [] **Hydration & Environment:** Keep water within reach. Make sure lighting is adequate without glare ¹⁴ . If you frequently use the phone, use speakerphone or a headset to avoid cradling the handset ²⁸ .

✓ Review at end of day: Did you skip anything? Adjust tomorrow!

Page 4: Weekly Ergonomics Check

Once a week, do a thorough review:

- Verify all adjustments: Chair height, lumbar support, monitor height/distance, keyboard/mouse positions are still correct. (People often drift out of position over days.)
- Review your symptom log: Are any pains or stiffness lingering? Prioritize fixes for persistent issues.
- Inspect your chair: Is the seat still comfortable? Does the lumbar support line up right?
- Tidy your workstation: Clean your screen and keyboard (good hygiene can improve comfort). Remove any obstacles (clutter or cords) under the desk that could force odd postures.
- Update reach zones: Are frequently used items (mouse, phone, notepad) still within easy reach? If not, reposition them.
- Reminders and cues: Check that break timers or apps are active. Review any posture tips or training updates.
- Share insights: Talk to coworkers or ergonomics team about any team-wide issues (e.g. adjust communal monitors, plan a quick group stretch break).

Use this check to catch problems before they cause strain. Schedule any needed adjustments or procure new equipment this week.

Page 5: Full Workstation Checklist

A comprehensive pre-work checklist covering all elements:

- **Chair:** Feet flat on floor (or footrest) ⁹ ; lumbar support in place; seat depth clear behind knees; slight recline (100°–110°) for comfort; armrests (if used) set to support forearms without pushing shoulders up ⁹ .
- **Desk:** No storage under desk (keeps legroom open) ²⁹ . Desk height at elbow level ¹² so wrists are straight when typing. No rough edges under wrists (pad edges if needed) ¹⁰ .
- **Monitor:** Top of monitor at/below eye level ⁵ ; distance ~arm's length ¹³ ; screen centered. Multi-monitor: primary directly ahead, second angled in ¹⁷ .
- **Keyboard/Mouse:** Centered and level with elbows ¹² ; wrists straight (consider a wrist rest *only* for breaks) ¹⁰ ; mouse close and at same height as keyboard.
- **Laptop (if present):** External keyboard and mouse to keep elbows low ²⁶ . Laptop on a stand or books so its screen is at eye level ²⁶ .
- **Lighting:** Overhead lights on/off or dimmed to eliminate glare; desk lamp for documents as needed; monitor brightness adjusted comfortably ¹⁴ .
- **General:** Keep a water bottle and healthy snacks at hand. Use a headset if you talk on the phone frequently ²⁸ . Alternate tasks (reading, filing, phone calls) to change posture throughout the day.

Run through this checklist at least weekly to confirm everything is still optimized.

Page 6: Monitor Setup Checklist

When working, double-check these screen-specific items:

- Monitor is directly in front and top at eye level ⁵ .

- Viewing distance is comfortable (about arm's length) ¹³ .
- Screen tilt gives a 10–20° downward gaze ⁵ ¹⁸ .
- Dual screens (if used): set primary center, secondary adjacent and slightly angled inward ¹⁷ .
- No glare on screen (use blinds or reposition if needed) ¹⁴ .
- Text size/zoom adjusted so you don't lean in.
- If wearing bifocals, monitor is lowered ~2–5 cm for comfort ⁸ .
- Screen on standard (no color or brightness extremes).
- Follow 20-20-20 rule: every 20 min look 20 ft away for 20 sec ⁷ .

Check each box daily to keep your eyes and neck happy.

Page 7: Chair Adjustment Checklist

Ensure your chair is well-tuned before you sit down:

- Seat height: thighs roughly horizontal, feet flat on floor or footrest ⁹ . Knee angle slightly lower than hips (1–2" clearance) ³⁰ .
- Lumbar support aligned with lower back curve ⁹ . Add padding if needed.
- Backrest tilt locked at a slight recline (100°–110°); back fully supported when reclined.
- Armrests (if used) adjusted so you can rest forearms with shoulders relaxed ⁹ . They should not block you from pulling the chair under the desk.
- Seat cushion: not too soft or worn. Rounded "waterfall" front edge to avoid knee pressure ¹⁵ .
- Chair base and wheels stable. Chair can roll so you can reach around your desk without twisting.
- Remove coats or objects that may press into your backrest.

A quick check: Sit fully back in the chair; your back should follow the chair's shape without you having to manually maintain it.

Page 8: Laptop Ergonomics Checklist

For laptop or portable device use, follow these tips:

- **External Keyboard & Mouse:** Always connect them so you can raise the laptop screen independently ²⁶ .
- **Screen Height:** Elevate the laptop on a stand, stack of books or docking station so the camera/screen top is at eye level. This prevents neck flexion.
- **Keyboard Level:** Even with the laptop elevated, ensure the keyboard (or external keyboard) is at elbow height for neutral wrists.
- **Dedicated Work Surface:** Whenever possible, place your laptop on a stable desk or table – avoid working from sofa/bed for long periods.
- **Mobile Working:** If using a laptop on the move (coffee shop, home couch), try to mimic these principles (lap tray, pillows for back support, etc.).
- **Breaks & Posture:** Limit continuous laptop use to 30–45 minutes before taking a break or switching to another task ²¹ . Use a stylus or detachable keyboard when using a phone/tablet to avoid odd wrist angles.
- **Cords & Connections:** Keep charging cords and peripherals tidy to avoid tugging on your laptop, which could pull you into awkward postures.

Even with a laptop, following these checklist items can dramatically reduce strain.

Page 9: Standing Desk Checklist

If you use a standing desk (or switch to standing regularly), keep these points in mind:

- **When Sitting:** Follow the seated workstations items above.
- **When Standing:** Raise the desk so your keyboard remains at elbow height and monitor is still at proper eye level (usually ~10–15 cm higher than your sit setup) ²⁵.
- **Anti-Fatigue:** Use a cushioned mat or supportive shoes to reduce leg/foot fatigue.
- **Legs & Feet:** Stand with feet hip-width apart, knees slightly bent (avoid locking knees), and distribute weight evenly.
- **Movement:** Shift weight often (rock pelvis, march in place). It's normal to alternate positions every 15–20 min – standing all hour is not required.
- **Neutral Wrists:** Keep the keyboard and mouse at the same level you'd use while sitting. Don't hunch your shoulders to reach a high keyboard.
- **Switching:** Each time you switch positions, do a quick posture check. If you feel discomfort, return to the other position for a while. Follow the 20-8-2 or similar routine ²⁰.

Standing is beneficial when done mindfully. If legs/back start to ache, sit down – the goal is regular movement and variation.

Page 10: Remote Work Checklist

Working from home or elsewhere? Apply the same ergonomic rules:

- **Dedicated Workspace:** Use a desk or table instead of laps/sofas. If that's not possible, emulate one: use pillows or boxes to support your back and raise the screen to eye level.
- **Equipment Setup:** Follow the chair, monitor, keyboard guidelines from the sections above for your home setup. Don't ignore ergonomics just because you're offsite.
- **Lighting & Environment:** Ensure good lighting (avoid glare from home windows) and comfortable temperature. Use headphones to reduce noise when possible.
- **Routine:** Keep a similar schedule of breaks and checks as in the office. Use your daily checklist at home too.
- **Connectivity & Comfort:** Ensure you have a stable internet connection. Make sure your chair or seat is stable (not a wobbly kitchen chair).
- **Virtual Meetings:** For video calls, raise your camera to eye level (stack your laptop or attach a webcam to a stand) so you're not looking down/up at the screen.
- **Move Daily:** Take advantage of flexibility: take short walks or stretch breaks outside to compensate for less incidental movement.

Remember: The same ergonomic principles apply anywhere you set up your workstation. Keep these checkboxes in mind to maintain healthy habits on the go.

Page 11: Office Environment Audit

Consider broader factors in your workspace:

- [] **Clutter & Cords:** Keep walkways under/around desks clear of cords and clutter (tripping hazard) as well as preventing awkward reaches.
- [] **Space Behind Desk:** Ensure there is enough clearance behind your chair to recline fully. (Don't accidentally push into filing cabinets or walls.)
- [] **Shared Equipment:** Are communal devices (printers, scanners) at an ergonomic height? If not, use a small step stool or ask for adjustment.
- [] **Flooring:** Check that rugs or mats allow smooth chair rolling. Uneven floors can tilt your posture.
- [] **Lighting:** Are overhead lights working? Do blinds or lamps prevent glare? Good lighting reduces squinting and awkward body shifts.
- [] **Thermal Comfort:** Do you have access to a fan, space heater, or layers of clothing? Being too hot or cold can cause you to tense muscles.
- [] **Ergonomic Culture:** Does your workplace encourage stretching and movement? Is there a policy for breaks or ergonomic training? If not, consider raising this with HR.
- [] **Communication:** Encourage sharing these checklists with coworkers. A team that reminds each other to adjust and move will stay healthier together.

If you identify any hazards (loose carpets, poor lighting) report them to facilities or management. A safe office environment complements good personal setup.

Page 12: Next Steps & Resources

By using these checklists, you'll actively prevent discomfort and improve focus. Encourage others to do the same – ergonomics is a team effort. For more information, consult your HR or ergonomics coordinator, or visit reputable sites like the OSHA [Computer Workstations eTool] and the Mayo Clinic office ergonomics page ¹¹ ⁵ .

Keep these checklists accessible (print them or bookmark this PDF) and make them a habit. Regular assessment and adjustment are the keys to lasting comfort and productivity.

Stay healthy – one check at a time. Scan the QR code or visit our site for more ergonomic guidance.

Version 1.0 – ErgonTag

¹ ²² Three Case Studies that Illustrate the Power of Ergonomics | Your Global Injury Prevention and Ergonomics Partner

<https://dorncompanies.com/three-case-studies-that-illustrate-the-power-of-ergonomics-2/>

² ³ ²⁰ ²³ ²⁴ ²⁵ Optimize Monitor Height: Prevent Neck Pain & Boost Productivity

<https://eurekaergonomic.com/blogs/eureka-ergonomic-blog/ergonomic-monitor-height-guide?srsId=AfmBOoqoFKBroiiwY4R2r3uDVGcNk1X40BKnnWeJT-PqN6noe0fk19vi>

4 5 13 17 18 27 eTools : Computer Workstations - Workstation Components - Monitors | Occupational Safety and Health Administration

<http://www.osha.gov/etools/computer-workstations/components/monitors>

6 9 15 16 29 30 eTools : Computer Workstations - Workstation Components - Chairs | Occupational Safety and Health Administration

<http://www.osha.gov/etools/computer-workstations/components/chairs>

7 14 19 aota.org

<https://www.aota.org/-/media/corporate/files/practice/manage/home-office-ergonomics-tips.pdf>

8 10 11 21 26 28 Office ergonomics: Your how-to guide - Mayo Clinic

<https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/office-ergonomics/art-20046169>

12 eTools : Computer Workstations - Positions | Occupational Safety and Health Administration

<http://www.osha.gov/etools/computer-workstations/positions>