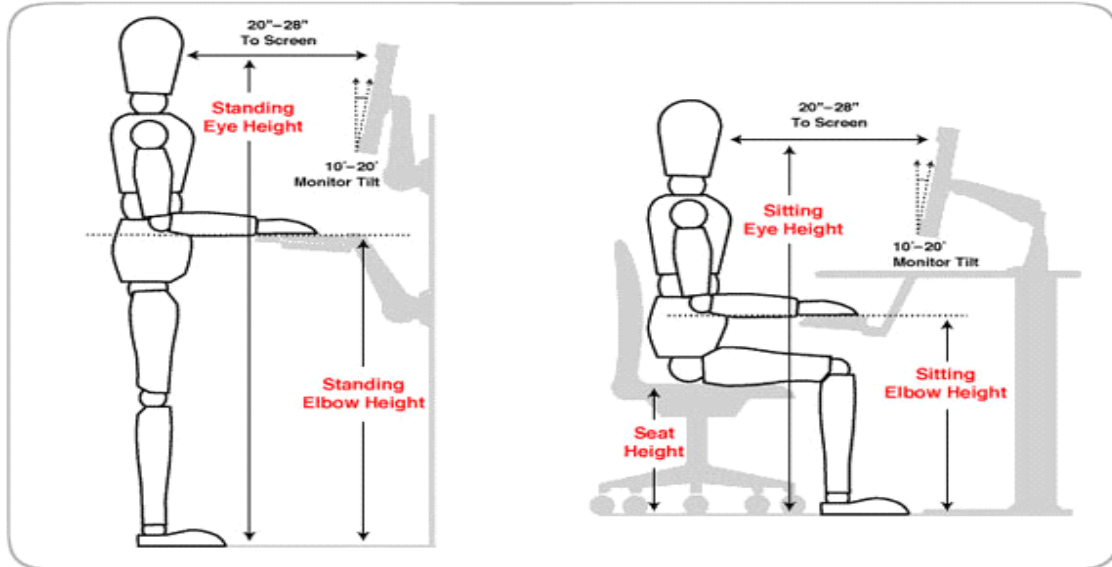


Ergonomic Self-Check



Check your workstation. Go through this checklist to monitor the suitability of your workstation

	Question	YES	NO
1.	Is your chair raised or lowered (or desk raised/lowered) until there's about 1-3cm between your thighs and the underside of the desk?		
2.	Are your shoulders relaxed (not up near your ears!)? Are your elbows close to your waist with your hands at the same height as your elbows or lower than your elbows (when typing/operating mouse)? If not, you may need to raise/ lower your chair.		
3.	Are your feet flat on the floor or supported on a height adjustable footstool?		
4.	Is your bottom as far back in the chair as you can go?		
5.	Is the chair backrest raised or lowered to give you good lumbar support and close to a vertical position (slightly reclined is ok)?		
6.	Is the monitor about an arm's length away from you, with top of screen just below your eye level? (Doesn't apply if you use multifocal glasses).		
7.	Is the mouse right next to your keyboard so you don't have to straighten your arm to reach it (i.e. elbow should be bent)?		
8.	Are your documents placed (preferably on an adjustable document holder) between the monitor and the keyboard?		
9.	Are you and the keyboard, monitor and documents all lined up in a row?		
10.	Are your frequently used items close to you (i.e. keyboard, mouse, pen, paper, telephone) to prevent overreaching?		
11.	And finally, are you comfortable?		

If you answered yes to all these questions, you're ready to go!

Remember change your posture every 20-30 minutes (sitting, standing, walking, stretching). If you answered no to any of the questions, or if you have any pain or discomfort then ask your supervisor for help.