## WORK FROM HOME ERGONOMICS AND WELLNESS CHECKLIST

| **Computer Workstation**  | **Yes N**  | **No** | **If No, Suggested Actions** |
| --- | --- | --- | --- |
| Is your chair in good condition and adjusted to the appropriate height (thighs parallel or knees slightly lower than the hips) so you can achieve the neutral posture outlined in the diagram below? | ☐  | ☐  | Retrieve your adjustable office chair from your work location |
| Are your feet fully supported by the floor when you are seated? | ☐  | ☐  | Lower the chair Use a short stack of books or a small box for foot and leg support |
| Does your chair provide support for your lower back?  | ☐  | ☐  | Adjust chair back Place a small, rolled towel or pillow in your lower back if you need additional lumbar support |
| Do your armrests allow you to get close to your workstation? | ☐  | ☐  | Adjust armrests  Remove armrests |
| Does the placement and height of your monitor and keyboard allow for a comfortable position (e.g., head looking forward, not turned to one side)? Note: If wearing progressive lens, you need to lower your screen approximately 5” below seated eye height to prevent tipping head/ neck back | ☐  | ☐  |  Reposition monitor Use books or a box to raise your monitor  Review monitor use and height with progressive lenses. Review optimal setup for individuals with single lenses or no glasses |
| Is it easy to read the text on your screen?  | ☐  | ☐  |  Adjust font size |
| Is your computer screen free from noticeable glare at all times of the day? | ☐  | ☐  | Cover windows Adjust overhead lighting Adjust contrast settings on your display |
| Do you have an appropriate light for reading or writing documents? | ☐  | ☐  | Use a desk lamp |
| Is there space to rest your arms when not keyboarding? | ☐  | ☐  |  Use chair armrests for support  Use the table/desk to provide support |
| When keying or using the mouse, are your elbows close to the body, your forearms close to parallel with the floor, and upper arms relaxed? | ☐  | ☐  | Raise or lower keyboard and mouse Raise or lower chair |
| Are frequently used items within easy reach and is your desk space adequate for the work? | ☐  | ☐  | Rearrange workstation |
| If you are on the phone regularly (more than a ½ hour at a time throughout the day), are you using earphones or a headset to avoid neck or shoulder deviation? | ☐  | ☐  | Use an earpiece or earphones to plug into your computer |
| **Laptop**  | **Yes**  | **No**  | **If No, Suggested Actions** |
| If you are using a laptop computer for prolonged periods of time, do you use a full-sized external keyboard and mouse? | ☐  | ☐  | Use a keyboard and mouse that plugs into your laptop or docking station (if applicable) |
| **Workplace Environment**  | **Yes**  | **No**  | **If No, Suggested Actions** |
| Is the work area free from all slip, trip and fall hazards?  | ☐  | ☐  | Keep work areas clean and free of clutter |
| If you use a power bar, does it have a surge protector? | ☐  | ☐  | Use a power bar with a surge protector if you have one |
| Is the work area equipped with appropriate emergency systems? (e.g., a functioning smoke detector and carbon monoxide detector installed in the home, a working fire extinguisher and first aid supplies nearby?) | ☐  | ☐  |  Have a first aid kit and fire extinguisher nearby  Work area should be in a location that is covered by your smoke detector |
| How many exits are available and where are they? | ☐ | ☐ | Have a plan available in case of emergency. |
| Is the work area meeting safety requirements of local building and fire codes? | ☐ | ☐ | Get confirmation that safety requirements of local building codes and fire codes are met. |
| Does your office know how to reach someone near you in the event of an emergency? | ☐  | ☐ | Provide your office with the name and contact information of someone near you who to contact in case of an emergency. |
| **Healthy Work Practices**  | **Yes**  | **No**  | **If No, Suggested Actions** |
| Do you take hourly breaks from your workstation to stretch and move around?  | ☐  | ☐  | Get up and move around every 30 minutes to avoid periods of prolonged sitting Use an online tool for recommended stretches and to set a reminder to move  |
| Do you take breaks from looking at your monitor every 20 minutes for 20 seconds to avoid eye strain? | ☐  | ☐  | Focus on an object aside from your monitor every 20 minutes for 20 seconds Use an online tool or an alarm to remind you to take breaks.  |
| Do you stop at appropriate times to eat and hydrate during the workday? | ☐  | ☐  | Set an alarm to remind yourself to eat and drink water |
| Do you ensure that you have daily contact with clients, co-workers, or your manager by phone or via virtually?  | ☐  | ☐  | Use online tools to connect with a different colleague each day, even if it is just to say hello |
| Do you regulate the hours you work so that you allow for adequate time off for family and/or personal recreation daily? | ☐  | ☐  | Work your scheduled hours and stick to your schedule as often as possible |
| Do you keep your doors and windows closed and secured to prevent break-ins, theft, and other forms of violence? | ☐  | ☐  | Lock doors and close windows when not in use |
| Do you keep confidential printed documents in a locked desk or filing cabinet when they are not being used?  | ☐  | ☐  | Lock secure documents in a desk or filing cabinet when not in use Keep the door to your workspace locked when you are not present Return confidential material to your work location if it is not required at home |
| Do you lock your screen every time you leave your computer? | ☐  | ☐  |  Lock your computer each time you leave your work area |