

HINTS AND TIPS FOR WORKING IN IT

Computer Workstation Checklist

So that you get off to a good start we would like you to go through this workstation checklist to ensure that you are comfortable at your new workstation.

The checklist should only take about 3-5 minutes to complete and will help you to assess your posture and adjust your furniture to suit your needs.

AREA	ITEM	COMPLETE
Chair	Adjust the height of your chair to achieve a straight forearm and wrist position while resting them on the keyboard and/or mouse	<input type="checkbox"/>
	Raise or lower your chairs backrest to fit into your lower back to provide support	<input type="checkbox"/>
	Feet are fully supported by the floor or footrest	<input type="checkbox"/>
Computer Layout	The top line of text on your computer screen (not the top of the monitor) is at eye level. Note: this rule does not apply if using a laptop	<input type="checkbox"/>
	The distance between your eyes and the screen should be 33-70cm. Most people find a viewing distance of 50cm comfortable	<input type="checkbox"/>
	The mouse on the same level as your computer keyboard	<input type="checkbox"/>
	The mouse is in a comfortable position without needing to stretch	<input type="checkbox"/>
	The items you use frequently are within easy reach (0-30cm) e.g. Phone	<input type="checkbox"/>
Desk Height	Feet are fully supported by the floor or foot rest	<input type="checkbox"/>
	Forearms and wrists are straight while resting comfortably on the keyboard/mouse with only a 90° angle at the elbow	<input type="checkbox"/>
Posture	When using your computer keyboard or mouse, your forearms are horizontal at a 90-110° angle at the elbow, with shoulders and upper arms relaxed	<input type="checkbox"/>
	Wrists are in a straight position when using the keyboard/mouse and your arms are close to your body	<input type="checkbox"/>
	When you look at the screen, your head is upright (not tilted down or up)	<input type="checkbox"/>
	Is your lower back supported by the curved part of your chair's backrest	<input type="checkbox"/>
	When seated your thighs are resting horizontal with a 90-100° angle at the hips	<input type="checkbox"/>
	You are able to sit without feeling pressure from the chair seat on the back of your thighs or knees	<input type="checkbox"/>
	There is enough space beneath the workspace to move your legs	<input type="checkbox"/>

If you have any questions about the checklist or have not ticked any of the above statements you may need to see if you need some help to fix the unchecked items, this could be for adjusting the footrest, heights of objects, workstation layout etc.