# ASI | AUSPICE SAFETY INC.
REDEFINING THE WORKPLACE

# WORK STATION ERGONOMIC CHECK LIST

## A Healthier Way to Work

1. Your thighs should be parallel to the floor. Adjust the height and/or angle of the chair seat

2. Your feet should lay flat on the floor or a footrest. Adjust the height of the chair seat

3. Back of the knees should be clear of the front edge of the seat
- Adjust the depth of the chair seat so that you can easily place your fist behind your knee
- Be sure to specify the appropriate seat depth length when ordering a new chair

4. Your back: lower and mid-back should be well supported.
Adjust the height, tension, and angle of the backrest, to ensure the lumbar support is positioned at your waist

5. Your forearms should be supported and your shoulders relaxed at all times.
- The height of and distance between your armrests should allow freedom of movement for your forearms when performing tasks, yet provide support for them during rest periods or when using your mouse
- Avoid hunching your shoulders and ensure that the elbow/upper arms remain close to your torso

6. Your elbows should be at approximately the same height as the keyboard.
Adjust the height of your keyboard tray or work surface so the keyboard is at the height of your elbows

7. Your wrists should be straight at all times and your hands in line with your forearms.
- Adjust the angle and height of the keyboard tray or work surface to ensure straight wrists
If your keyboard tray or work surface is not adjustable, adjust your seat to ensure straight wrists – you will need to use a footrest if you have raised the seat and your feet are not flat and well supported on the floor

8. The monitor should be at a comfortable reading distance and height.
- The viewing distance should be within 16" to 29" (40cm – 74cm) – about one arm's length
- The monitor height should allow the neck to be in a neutral position when looking at the top row of text on the screen

Contact us for your ergonomic assessment

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