A BETTER ME
A MORE POSITIVE

HEALTH AND WELLBEING CHECKLIST

Date

29 Improving Workstation Ergonomics

Optimising your workstation setup prevents strain and improves comfort during work hours. Use this checklist to create an ergonomic workspace.

Adjust Your Chair

- ○ Ensure your feet are flat on the floor and your thighs parallel to it for proper support.
- ○ Tip: Adjust the chair height or use a footrest if your feet don't comfortably reach the floor.

Position Your Monitor at Eye Level

- ○ Keep the top of the screen at or slightly below eye level to reduce neck strain.
- ○ Tip: Use a monitor stand or stack books to raise the screen to the appropriate height.

Set Up Proper Screen Distance

- ○ Position the monitor about 20-inches from your eyes to prevent eye strain.
- ○ Tip: Adjust the screen angle slightly upward to reduce glare and maintain a comfortable view.
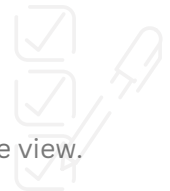
Use a Supportive Chair

- ○ Choose a chair with lumbar support for your lower back to maintain proper spinal alignment.
- ○ Tip: Ensure the chair's backrest reclines slightly to support your natural sitting posture.
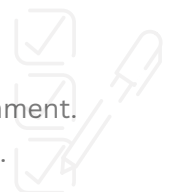
Keep Your Keyboard and Mouse Close

- ○ Place them at a height that keeps your elbows at a 90-degree angle to prevent shoulder strain.
- ○ Tip: Use an adjustable desk or tray to align your keyboard and mouse with your arms.
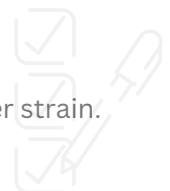
Use a Wrist Rest if Needed

- ○ Support your wrists to reduce strain while typing for long periods.
- ○ Tip: Opt for a gel or foam wrist rest to provide additional comfort and support.

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Arrange Items Within Reach

○ Keep frequently used items like pens or a phone nearby to minimise unnecessary stretching.
○ Tip: Use organisers or trays to keep your workspace tidy and easily accessible.

Maintain Good Posture

○ Sit with your back straight and shoulders relaxed to prevent slouching.
○ Tip: Keep your ears aligned with your shoulders to maintain proper posture.

Take Regular Breaks

○ Stand, stretch, or walk every 30-60 minutes to reduce stiffness and improve circulation.
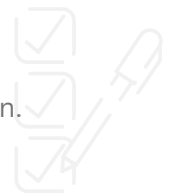○ Tip: Set a timer or use productivity apps to remind you to take breaks consistently.
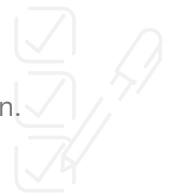
Ensure Proper Lighting

○ Use soft, indirect light to avoid glare on your screen and reduce eye fatigue.
○ Tip: Position your monitor perpendicular to windows to minimise reflections and shadows.

Add a Footrest if Necessary

○ Support your feet if they don't touch the ground comfortably to improve leg circulation.
○ Tip: Use a stack of books or a cushion as a temporary footrest if one isn't available.

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