

Workstation set-up checklist

Working posture: Sit 'straight on' to your workstation, head upright, shoulders relaxed, upper arms by your side, elbows at right angles just above desk height, forearms parallel to the floor, a 90 degree plus angle between your trunk and thighs (open angle) with thighs sloping slightly downwards and knees slightly lower than pelvis, feet flat on the floor or a foot rest.

Item	Information	☑
1	Seat Height <ul style="list-style-type: none"> • Elbows just above desk top with shoulders relaxed • 90 degree plus angle between trunk and thigh • Feet flat on the floor, shorter users may require a footrest if desk is not adjustable 	
2	Seat Depth <ul style="list-style-type: none"> • Buttocks right at the back of the seat • Gap of three fingers from the edge of the seat to the back of the knees 	
3	Backrest Height <ul style="list-style-type: none"> • Small of the back adequately supported by lumbar support in the backrest 	
4	Armrests <ul style="list-style-type: none"> • With shoulders relaxed and elbows at right angles, armrests should touch underside of forearms • Rotate, slide or adjust height of armrests to ensure they don't clash with the desk 	
5	Chair Tilt Tension <ul style="list-style-type: none"> • Adjust tension to suit your bodyweight, when feet are off the floor you should be able to 'float' in the chair 	
6	Chair Tilt Lock <ul style="list-style-type: none"> • Keep chair unlocked most of the time to encourage healthy movement • Lock chair in upright position for short periods when required 	
7	Keyboard <ul style="list-style-type: none"> • Wrists in neutral, horizontal position with elbows at right angles • Keyboard directly in front of you at a distance to allow you to maintain relaxed shoulders • Space in front of keyboard to rest your wrists on 	
8	Mouse <ul style="list-style-type: none"> • Mouse close to the side of the keyboard • When manoeuvring mouse keep wrist straight with the heel of your hand supported by the desk • Remove hand from mouse when not using it • Use keyboard shortcuts whenever possible • If using mouse intensively then move keyboard to the side and place mouse in line with shoulders at forearm length with elbows at right angles 	
9	Screen <ul style="list-style-type: none"> • Approx arm's length away from you • Top of screen should be in horizontal line of sight • Screen should be directly in front of you unless you refer to other documents more often (copying from text, in case of touch typists) • Control glare and reflections at source by the use of blinds 	
10	Documents <ul style="list-style-type: none"> • Should be placed to the side of the screen or between the screen and keyboard by using a document holder 	
11	Equipment location <ul style="list-style-type: none"> • Most frequently used items should be placed close by • If right handed place mouse on your right and phone on your left and vice versa • If using the phone very often a headset should be utilised 	
12	Breaks <ul style="list-style-type: none"> • Take shorter frequent breaks rather than a single long one • Take advantage of natural breaks away from your desk (i.e. filing, printing, making drinks) 	
13	Healthy Movement <ul style="list-style-type: none"> • Introduce healthy movement when at your desk (i.e. moving feet and legs, stretching) 	
14	Vision <ul style="list-style-type: none"> • Rest eyes away from monitor by looking at distant objects • Ensure you are aware of eye test arrangements 	
15	Reporting problems <ul style="list-style-type: none"> • Report any discomfort to your line manager or occupational health department as soon as possible 	