

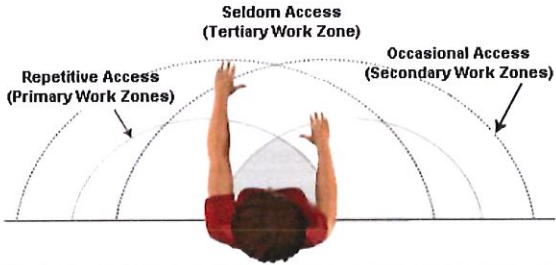
# Desk Worker Checklist



Working with us is good therapy.<sup>sm</sup>

SEATING	Yes	No
<b>Backrest</b> provides support to your lower back and conforms to the natural curvature of your spine. Adjust lumbar support as needed.		
<b>Armrests</b> allow shoulders to relax and elbows to stay close to your body. Adjust armrests up, down, in and out in vertical and horizontal planes.		
<b>Seat Pan</b> provides a 1.5-2" gap between your knee crease and the front of the chair (about 3 fingers width).		
<b>Seat Height</b> maintains hip and knee angles >90 degrees. If less than 90 degrees than raise your chair up. Feet should be flat on the floor or on a footrest. <div data-bbox="594 760 846 1031" data-label="Image"> </div>		



WORK POSTURE	Yes	No
<b>Head and Neck</b> are positioned upright in a neutral posture. Eyes should be on the horizontal.		
<b>Trunk</b> to be perpendicular to the floor or slightly reclined if sitting. In a seated position hips and trunk are in contact with the back rest.		
<b>Shoulders and upper arms</b> are in-line with the torso, not elevated or stretched forward.		
<b>Elbows</b> are bent around 90 degrees and positioned close to the body.		
<b>Forearms</b> can rest on work surface.		
<b>Wrists and hands</b> are straight, not bent up, down or sideways. Palms should only be touching work surface when resting.		
<b>Thighs</b> are parallel to the floor with hips slightly higher than the knees when in a seated position.		
<b>Lower legs</b> are perpendicular to the floor.		
<b>Knees</b> have 1.5-2" gap between your knee crease and chair front in sitting.		
<b>Feet</b> are flat on the ground. Avoid crossing your legs. Use a footrest if your feet do not reach the ground while sitting. In standing, you may choose to place one foot on a 2-3" stool.		

WORK AREA	Yes	No
<b>Area under the desk</b> is free from obstruction providing sufficient depth, height, and width for legs to move around freely. Footrests and armrests should fit comfortably under work surface.		
<b>Frequently used items</b> are in primary work zones. (Keyboard, mouse, telephones, printers, etc.)		
		
<b>Work surface</b> allows hands and arms to be free from pressure and sharp edges.		
<b>Overhead storage</b> is not in the way of desk set-up.		

MONITOR	Yes	No
<b>Monitor position</b> is directly in front of you so that you can look straight ahead to see all monitors without twisting your head or neck.		
<b>Monitor height</b> adjusted so the top of the screen is at or below eye level.		
<b>Monitor distance</b> is > 18 inches (arm's length) away. Your eyes need at least 16" to focus.		
<b>Users with bifocals/trifocals</b> can read the screen without bending head backward. The height of the monitor may have to be lower to see the screen.		
<b>Glare</b> from windows and light are not reflected on your screen. Make sure your monitor is set perpendicular to the window to reduce glare.		
<b>Laptop users</b> need either an external monitor or laptop stand to position screen in line with other monitors. All monitors should be at equal heights and distances away from user.		
<b>Documents</b> should be placed on a stand. If you are doing data entry, then documents should be placed in the middle with monitor to either side.		

KEYBOARD	Yes	No
<b>Keyboard</b> is directly in front of you at approximately elbow height.		
<b>Upper arms</b> hang straight down, not stretched out in front of you, and shoulders are relaxed.		
<b>Wrists</b> are straight, not bent up or down.		
<b>Mouse</b> is located next to the keyboard, in the same plane and grip should be light and relaxed.		



ACCESSORIES		Yes	No
<b>Keyboard tray</b> is used if limited desk space, if armrests interfere with adequate desk position, or if desk is too high.			
<b>Keyboard tray</b> if present has enough room for the keyboard, mouse and wrist rests.			
<b>Wrist rests</b> are padded and free of sharp edges. Allows you to keep wrists straight while keyboarding or using the computer mouse. 			
<b>Telephone</b> A headset is recommended if talking on the telephone a majority of your workday. Otherwise, the telephone is in the primary reach zone and your head is straight and upright while talking.			
<b>Document holder</b> is placed at about the same height and distance as the monitor screen so there is little head movement when looking from document to screen. 			
<b>Anti-Fatigue Mat</b> is recommended if standing greater than 2 hours consecutively at your work-station.			

MOVEMENT HEALTH		Yes	No
<b>Time-Out Counter Motion</b> is performed to change out of position or perform position reversal techniques every 30 minutes. Consider a 10% guideline for counter motion. For example, if sitting for 30 minutes, stand up and walk for 3 minutes to help realign and rebalance the body.			
<b>Breathing Reset</b> is performed every 60 minutes to reduce muscular stress and to better align body systems.			
<b>Chair-Based Movement Reset</b> is performed in partial or in full at breaks or at 1-2 hr intervals, if unable to stand, in order to provide for appropriate lengthening, activation and stabilizing stimulus to body regions.			

**We are made to move.**  
**Optimize your movement**  
**throughout the workday**  
**to build better health.**