



# Workstation Ergonomics Checklist

Coronavirus (COVID-19) is the latest communicable disease outbreak with symptoms ranging from mild to severe. As a result, many employees are working from home as part of social distancing or "shelter in place" orders.

This checklist gives you an overview of ways to maintain your posture and protect your body. Please read through this checklist and mark whether you are doing each best practice.

*Check the box if you have taken these steps in your workspace:*

## Everyday Protective Actions

The following workspace best practices can help you protect your wrists, back, and overall health whether you're working at home or elsewhere.

<input type="checkbox"/>	When seated in your chair, your knees are bent at right angles or slightly greater.	<input type="checkbox"/>	Your wrists or forearms are free from resting against a hard or sharp edge.
<input type="checkbox"/>	Your thighs are horizontal to the floor.	<input type="checkbox"/>	Your legs have room — 2" or more from your hip width.
<input type="checkbox"/>	Your feet are flat on the floor.	<input type="checkbox"/>	Your legs have room greater than or equal to the highest point of your thighs.
<input type="checkbox"/>	Your hips and the tops of your thighs are at right angles or slightly greater.	<input type="checkbox"/>	Your legs have enough room to allow for foot and knee clearance while keeping a proper sitting position.
<input type="checkbox"/>	Your seat back supports the lumbar curve of your spine.	<input type="checkbox"/>	You take at least 1-2 minutes to stand, stretch, and relax your eyes every hour.
<input type="checkbox"/>	Your seat cushion is 1-4" from the back of your knees.	<input type="checkbox"/>	You avoid tilting your head to cradle your phone.
<input type="checkbox"/>	When typing, your arms and forearms are at right angles or slightly greater, i.e., 90-105°.	<input type="checkbox"/>	When typing, your forearms and hands are positioned straight in front of you.
<input type="checkbox"/>	When typing, your upper arms are vertically parallel with your body and your elbows are close to your sides.	<input type="checkbox"/>	Your wrists rest at a natural angle without flexing upward or downward.
<input type="checkbox"/>	Your mouse is within easy reach and on the same surface as your keyboard.		
<input type="checkbox"/>	Your eye level is within 3" of the top of your monitor.		
<input type="checkbox"/>	Your gaze falls between 16-28" of the screen.		
<input type="checkbox"/>	Your monitor is directly in front of you.		
<input type="checkbox"/>	The strongest source of artificial light located on the side of or above your monitor.		

## How Did You Do?

*If you've got boxes unchecked, you may want to consider making your workspace more ergonomic.*

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