



Risk Control

Office Ergonomics Checklist

A workstation set up for optimal comfort and performance can help you feel your best. Use this Office Ergonomics Checklist to help improve your office workstation comfort and productivity.

Adjust chair height. Chair height and tilt should be adjusted such that your thighs are approximately parallel to the floor. Your feet should rest flat on the floor or on a footrest.

Adjust the seat pan depth. The seat pan should be adjusted to allow for a three-finger gap between the front edge of the seat cushion and the back of your knee when seated.

Adjust the seat back. The lower back (lumbar area) and the mid-back should be well-supported. Adjust the seat back height, angle and tilt tension accordingly and sit back in your chair.

Adjust the keyboard tray and desk height. Forearms should be approximately parallel to the floor and your wrists should be straight, with hands in line with your forearms.

Position mouse within easy reach. The mouse should be placed on the keyboard tray or desk and right next to but no more than 3 – 4" from the keyboard.

Adjust armrests. Keeping elbows close to your sides, you should be able to rest your forearms on the surface without elevating your shoulders.

Adjust monitor(s) for proper height and distance. The monitor(s) should be approximately an arm's length (15 – 30") away. The upper edge of the monitor(s) should be set at eye height (or slightly below) such that you look slightly downward at the top two inches of the screen. Dual monitors should be located close together and at the same height and distance. This reduces the need for your eyes to refocus and your head does not turn significantly when you look back and forth between monitors.

Tilt your screen or reposition it to avoid screen glare. Do not position your monitor directly below lighting fixtures. Position your screen perpendicular to windows or other light sources.

Take breaks. Take work breaks to refresh and relax your body. Vary your posture throughout the day and arrange work assignments to avoid prolonged seated postures. Getting up for at least one minute every 30 – 45 minutes is suggested.

Relax your eyes. Follow the 20-20-20 rule. Every 20 minutes, look at an object 20' away for 20 seconds.

To learn more about managing your risk and increasing efficiency, visit cna.com/riskcontrol.