Checklist

Ergonomics

Whether sitting in an office all day or moving material in a warehouse, practicing good ergonomics can help workers stay healthy.

✓ Ensure your chair is adjusted so your feet rest on the floor and your knees are level with your hips
✓ Keep your body centered in front of your monitor and keyboard
✓ Keep your monitor about an arm’s length in front of you
✓ Keep items you regularly use – including the telephone or a stapler – close to your body to avoid unnecessary stretching throughout the day
✓ Position your computer mouse close to your keyboard, and keep your wrist relaxed when using the mouse
✓ Keep your wrist in a straight position when typing – not bent up or down – and consider using a wrist rest to help minimize stress
✓ Keep the brightest light source in your office to the side of your monitor, to help avoid glare
✓ Stretch and walk around regularly; do not remain sedentary
✓ Vary the workday – if possible, try to space out different types of tasks
✓ Do not ignore pain. Inform your supervisor immediately if you experience ergonomic discomfort on the job
✓ Refrain from carrying items that are too heavy
✓ Select tools that are ergonomically designed for comfort
✓ Lift with your legs, not your back
✓ Maintain good standard of housekeeping; carry out regular inspections