



OPTIMA
SPORTS
MEDICINE

Workstation Ergonomic Checklist

Sitting posture

1. When sitting down, place your bottom as far back in your chair as you can.
2. Check that you have a slight curve inwards in your lower back.
3. Avoid hunching your upper back by gently growing taller. Imagine a string running up your spine and pulling you up taller.
4. Gently draw your shoulder blades down and in.
5. Slightly nod your chin toward your neck or chin tuck.

Chair setup

1. Sitting with good posture as described above, adjust chair height so that your knees are at 90° when your shins are vertical and feet flat on the floor.
2. Adjust back rest so that the lumbar support (lump in lower portion of back rest) sits in your lower back curve (about waist level).
3. Seat should be flat so that thighs are horizontal.

Desk setup

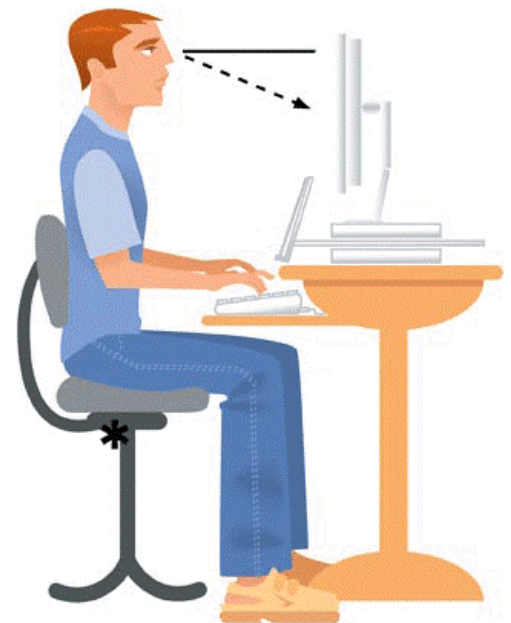
1. Your desk should be at the height of your elbows. This allows you to keep a 90° elbow angle without having to lift your shoulders or bend your wrists excessively.

Computer placement

1. Place the monitor directly in front of you.
2. Set monitor height so that top of screen is at eye height.
3. Have your keyboard and mouse placed closely so that you do not have to reach forward.
4. Place source document holders adjacent to and at the same height as the monitor.

Telephone placement

1. Your telephone should be placed within reach and you should avoid twisting to use it.
2. If regularly receiving telephone calls, wear a hands-free headset to avoid cradling the receiver between your shoulder and ear.



Ensure that you are taking regular breaks from your workstation every 20 to 30 minutes to stand, walk and stretch.