

Workstation Posture Checklist



How does your posture stack up?

	Yes	No
Head is upright, not stretching forward to view monitor		
Ears over midline of shoulder		
Shoulders are relaxed with elbows at 90 degrees (or slightly greater)		
Armrests do not drive shoulders up or encourage winging or leaning to reach them		
Wrists are kept straight (not bending up or down)		
Hips at 90 degrees (or slightly greater)		
Knees at 90 degrees (or slightly greater)		
Feet flat on floor or on footrest		
Upper back against chair (if not, pull chair in or move monitor closer)		
Lower back against chair (can use a small pillow or rolled up towel in small of back)		
No contact stress between legs and seatpan (two finger gap between edge and legs)		
No contact stress between forearms or wrists and edge of desktop		
Mouse located beside keyboard, not away from keyboard		
Palm supports (wrist rests) being used correctly under heel of hand, not wrist		
Top of monitor is at eye height		
Monitor at arm's length or slightly beyond (not too far to cause leaning forward)		
Dual monitors positioned tightly together, angled inward, and at same height		
I get up and move at least every hour		