

CHECKLIST FOR WORKSPACE SET-UP

This is a checklist to help those working from home properly set up their workspace



If possible, select a chair and desk with these characteristics:

- Chair and desk height is adjustable.
- Chair tilt is adjustable.
- Chair has a stable base – i.e. a 5-footed base office chair.
- Desk height is adjustable.
- Chair does not have arm rests or has short arm rests, so you can sit close to the desk.



SETTING UP YOUR...

DESK AND CHAIR:

- ☐ Adjust desk/chair height so that feet are flat on the ground and elbows rest just above the desk surface.
 - You can also use a footrest to achieve this position.
- ☐ Sit close to the table so that elbows rest at a 90-120° bend and can reach the keyboard.
- ☐ The gap between the seat and the back of your knees should be about 5cm.
- ☐ Chair backrest should be set to between 90-120°.

KEYBOARD AND MOUSE:

- ☐ Keyboard is positioned directly in front of you.
- ☐ Keyboard is in a flat position – i.e. legs down.
- ☐ Keyboard is positioned 6-8cm from the edge of the desk.
- ☐ Wrists maintained in a neutral position with elbows at your sides.
- ☐ If referring to hardcopy documents, document holder placed between the keyboard and screen is also advisable.

SCREEN:

LAPTOP

- ☐ External keyboard and mouse should be used if you are on your laptop for extended periods – i.e. longer than 30mins.
- ☐ Laptop should be raised so that top of screen is at eye level, on a laptop riser if needed.
 - Or use a separate monitor if available.

MONITOR

- ☐ Screen positioned directly in front of you, approximately one arm's length away.
- ☐ Top of the screen should be at eye level when looking straight ahead.
- ☐ If there is glare on the screen, try to tilt the screen slightly downwards.
- ☐ If using dual screens with one primary screen, set-up the primary as above and place the secondary screen adjacent to this and angle it towards you.

