1). While seated, are the feet positioned <u>flat on the floor?</u>	**Use a footrest when** • The chair does not adjusted low enough for employee • The chair needs to be raised up to access a high desk surface
2). While sitting back in the chair is there a <u>90° angle at knee?</u> *Note: The thighs should be somewhat parallel to the floor*	*Note: This 90° angle helps to improve pelvic/lumbar alignment and is key for all other chair and workstation adjustments* 90°
3). Is there <u>a space</u> between the back of the legs and the front of the seat pan?	Small lever under front right *Note: Sitting squarely on the chair ensures good weight distribution on seat and won't block blood circulation in the legs. So adjust the pan so that there is a gap no more than 4 fingers between pan and back of legs*
4). Is the seat pan set in the level position and not tilted forward? *Note: At times an employee will lock the chair because it's tension adjustment is adjusted too soft*	*Note: Tilting the seat pan forward can cause an awkward posture for the pelvis while keying and can also create a static pressure that may interfere with blood circulation*
5). Is the chair back adjusted to <u>fit into the small curve of the spine</u> and firm enough to support the persons shoulders above the hips while seated?	• Adjust backrest to fit into the small of your back • Then, adjust tension knob to support your weight and hold you in a seated posture where you shoulders are above your hips

6). Are armrests at a height that supports the <u>forearm level </u>and with a 90° angle or slightly more between the forearm and upper arm?		**Adjusting armrest height** • Place hands on thighs, now "wing" elbows out, raise a hand until the forearm appears level then raise armrest up to meet and support the forearm
7). Are armrests at a height that supports the forearm level <u>without making the shoulders hunch up?</u>		Note: High armrests cause the shoulders to hunch, this impedes blood circulation and promotes fatigue and potential soreness/stress to the shoulders. *Keep that 90° angle or slightly more between the upper arm and the forearm*
8). Is the forearm-to-wrist posture <u>flat and level with the keyboard</u>?		***Finding forearm-to-wrist posture and keyboard height*** • Pointing hands & fingers straight ahead, pivot and rotate forearms inward on the armrests. Good keyboard height would has keys directly under extended palms
9). <u>With forearms on the armrest, is</u> the employee able to touch the G-H row on the keyboard? *Note: Forearm-wrist should be level with fingers gently curving down onto keys*		*Note: While keying and moving mouse, armrests should support the arms weight. This reduces fatigue in the upper back and neck. Always pivot on the armrest while moving between the keys and the mouse*
10). <u>Without bending the wrists upward,</u> is the employee able to key and/or mouse? *Note: For shared stations, a keyboard tray helps compensate for the different setups (each person must readjust the workstation for their own needs)*		• The forearm, wrist and hand should be flat and level with the fingers gently curving down onto the keyboard while keying. Do not bend hands back or upward to key! • Wrist rest should be at or slightly above armrest height • Use mini-breaks & stretches to reduce arm fatigue
		• Sit comfortably in the chair with arms on the armrests (see 1 through 7 above) • Close eyes, relax the head & eyes until both are comfortably balanced and facing forward • Open eyes – upon opening your eyes the center of what you see is your natural visual plane • Place your visual materials & activities in and around this area for good comfort

11). Does the monitor correspond with the employees natural head posture?		• An overly high monitor will induce "head bobbing" • Check that document holders and other reference materials are also located in this same natural plane
12). Is the distance to the monitor somewhere between the fingertips and palm when the employee reaches toward the monitor?		*Note: A well-positioned monitor is when you can touch the center of the screen with your palm or your fingertips while seated in a properly adjusted chair*
13). Is the monitor screen vertical or slightly tilted back from vertical?		*Note: Repositioning the monitor, using a glare screen or consulting facilities about ambient lighting are your options for glare problems*
14). Is the monitor placed directly in front of the employee while sitting at the keyboard?		• It is crucial to sit directly in front of the monitor • Do not place the monitor more than 1 or 2 inches from your center
15). Is the keyboard directly in front of the monitor?		• The keyboard must be directly in front of the monitor • Do not place the keyboard more than 1 or 2 inches off center of the monitor
16). Is the mouse placed directly adjacent the keyboard?		*Note: The armrest should support the arm while using the mouse. This will reduce neck and back strain from carrying the unsupported arm all day*

17). Is the telephone within <u>easy reach without twisting or stretching</u>?		*Note: It is best to place the phone on the opposite side to the hand you write with. That way you take notes with one hand and hold the handset in the other*
18). Is a <u>telephone headset</u> in use?		• If you key and/or write at same time, use a headset • Never cradle the phone handset between your neck & shoulder
19). Is the <u>writing/working surface</u> about an inch above the armrest height when the chair is properly adjusted?		• Either raise or lower the entire desk or writing surface, or • To compensate for added desk & chair height, raise the chair and add a footrest