



Appendix C

LOSS CONTROL - Workstation Checklist

<u>Preferred Position/Posture</u>	<u>Adjustments to Correct if Needed</u>
Elbows and forearms at 90 degrees and parallel to the floor. Elbow and desk are at the same height	Raise or lower the; chair, workstation or keyboard
Feet flat on floor and ankles at 90 degrees. Thighs parallel to floor	Footrest can be added. Heels on shoes too high?
Chair provides adequate Lumbar back support	Adjust chair back. Use Lumbar roll
Shoulders relaxed and level	Adjust armrests
Two inch space between back of knee and edge of chair seat	Footrest can be used. Use chair with adjustable seat
Frequently used items are reachable without stretching	Rearrange desktop to allow easy access
Keyboard is in position to allow relaxed arm position Wrists are not flexed or extended	Adjust chair height, Adjust keyboard tilt, use wrist rest pad so that wrists do not sit on desk edge
Wrists not bent to one side or another	Obtain split keyboard
Mouse can be used without breaking proper arm posture	Move mouse close to keyboard and at same level
Upper body not slouched	Move closer to keyboard, sit up straight, stretch
Head is in normal/neutral position	Raise or lower monitor until top of viewing area is at eye level. If bifocals are used, monitor should be lowered until position is comfortable. Monitor should be directly in front of user. Document holder should be the same height and beside monitor
Monitor is free of glare	Tilt monitor screen. Close window coverings. Use glare shield on monitor. Adjust overhead lighting
Telephone use allows normal head and neck position	Obtain headset to eliminate cradling phone on neck
Eyes and muscles are not strained	Look at distant object every 20 minutes. Take a stretch break at least every hour. Vary work activities