



## Office Ergonomics Checklist

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You come home from a long day of working at the office. Your neck and shoulders are killing you and you can't figure out why. Your troubles could be from a poor desk environment. Here's a checklist to help you work more efficiently without causing strain and potentially long term negative changes to your neck and shoulders.

### Checklist:

#### **1. Is your head neutral? (chin level)**

If your neck is severely flexed, tilt the monitor up, raise the monitor or adjust your posture. The monitor should be placed at least 18-24 inches away from you.

#### **2. Are your wrists neutral or straight?**

Prevent carpal tunnel. You may have to use a gel pad at the keyboard or mouse for support.

#### **3. Are the elbows resting at your side when keying?**

Adjust chair height or armrest height so arms are relaxed and rested at your side.

#### **4. Are your knees bent to an approximate 90 degrees and your feet flat on the floor?**

Adjust your chair height or change desk height. It's suggested to have about at least 2 inches of clearance between the desk and your lap.

#### **5. Is your seat height and lumbar support adjustable?**

It's important to adjust your chair to fit you.

#### **6. Does the arrangement of your work space allow access to all equipment/items without twisting?**

To reduce the habit of leaning forward which encourages poor posture, rearrange your work area so priority things are closer to you (mouse, keyboard...).

#### **7. Are there rest breaks, away from your computer, built into your day?**

You should take a small break from the computer every 1-2 hours; stand up and/or walk around.

#### **8. Do you hold the phone the same way while talking on it for long periods of time?**

To prevent neck/shoulder strains, switch sides while you are talking. Consider using the speaker phone or a hands free headset.