

Working From Home Ergonomic Checklist

Desk

Suitable height and size.

Sufficient space on desk for equipment required for the task e.g. keyboard, mouse, printer, phone.

Sufficient leg space under desk.

Chair

Correct height, lumbar support, seat size leg support.

Feet flat on floor or footrest used.

Posture advice – can you obtain comfortable sitting position with back supported and arms at correct height?

Computer Screen/Laptop/PC

Height – top of screen is approximately at eye level.

Minimise glare – screen angled away from window.

Screen directly in front of you and about an arm's length away.

Document holder or similar used for hard copy documents.

Keyboard and Mouse

Keyboard positioned directly in front of you.

Mouse next to keyboard – easy access, arm in close (no stretching required)

Hand/arm position correct height and comfortable.

Working Environment

Walk-ways clear of clutter and trip hazards (e.g. trailing electrical cords, boxes, pets, toys, rugs, etc)

Work area is separated from other hazards in the home e.g. hot cooking surfaces in the kitchen.

Path to exit is reasonably direct, free from trip hazards and not obstructed, to allow easy exit in case of fire.

Light is comfortable for your eyes - eliminate glare.

Noise - minimal distracting/disruptive noises.

Temperature – comfortable range for working and sitting for long periods.

Smoke detectors are installed, working and properly maintained.

Electrical Safety

Safe and neat storage of cords/cables/phone lines.

Power multi-junction boxes are not overloaded with plugs.

Turn off all power points after use.

RCD, power boards with safety switch present / in use.

Wellbeing

Take regular postural/stretching breaks to reduce intense periods of repetitive movement.

Work no longer than 5 hours without a meal break of no less than 30 minutes.

Stretch regularly (every 30 - 40 min) Refer to chart on next page for exercises.