

**MINNESOTA DEPARTMENT OF EMPLOYEE RELATIONS**  
**Office Ergonomics Checklist**

**Legs and back**

- yes ☐ no ☐ Do you know how to adjust your chair?
- yes ☐ no ☐ Have you adjusted the height of your chair so that your feet are on the floor or firmly placed on a footrest?
- yes ☐ no ☐ Have you adjusted your chair so that your hips are slightly above your knees and your thighs are parallel with the floor?
- yes ☐ no ☐ Have you adjusted the back of your chair so that the lumbar support is positioned slightly below belt line?
- yes ☐ no ☐ Is there 1-3 inches between the edge of your seat and the back of your knees?

**Arms, wrists, and hands**

- yes ☐ no ☐ Have you adjusted your keyboard and mouse at or slightly lower than elbow height?
- yes ☐ no ☐ Are your wrists comfortably straight while operating the keyboard and mouse?
- yes ☐ no ☐ Are you able to relax your shoulders while performing various job tasks?

**Neck and head**

- yes ☐ no ☐ Have you adjusted your monitor so that the top 1/4 is at or slightly below eye level?
- yes ☐ no ☐ Have you placed your monitor directly in front of you and approximately 25-36 inches away from your eyes?
- yes ☐ no ☐ Have you placed your document holder adjacent or directly in front of the monitor?

**Additional Ideas**

- yes ☐ no ☐ Have you positioned your monitor to avoid glare from outside light sources or overhead lighting?
- yes ☐ no ☐ Do you clean your computer screen at least 1 time per week?
- yes ☐ no ☐ Are you alternating your job tasks throughout the day?
- yes ☐ no ☐ Are you incorporating stretching into your daily work routine?

***If you have answered "yes" to the majority of questions on this check list, you have arranged your workstation to meet your needs. In the areas where you responded "no", see if you can make some changes and improve your environment.***

Minnesota Department of Employee Relations