

Work From Home Ergonomic Evaluation Checklist

Employee Information

Workstation Setup

☐ Desk height allows forearms to be parallel to the floor ☐ Chair provides proper lumbar support ☐ Chair height adjustable ☐ Feet flat on the floor or on a footrest ☐ Adequate leg and knee clearance under desk

Monitor Placement

☐ Monitor approximately arm's length away ☐ Top line of screen at or below eye level ☐ Monitor directly in front of you ☐ If using multiple monitors, aligned similarly and at same height

Keyboard and Mouse

☐ Keyboard close to body, elbows at sides ☐ Mouse next to keyboard ☐ Wrists straight, not bent up or down

Lighting and Environment

☐ Sufficient, glare-free lighting ☐ Proper ventilation in workspace ☐ Noise at a manageable level

Work Habits

☐ Take regular breaks to stand/stretch ☐ Vary activities and tasks when possible

Additional Comments