Ergonomic Checklist

Assessing the Chair

Assessment	Example	Yes	No
Are you seated with your feet flat on the floor or on a footrest, and the backrest at optimal angle between 100-110-degrees?			
Are your thighs and hips supported by a well-padded seat and generally parallel to the floor			
Is your seat pan depth too short (more than 2-4 finger length space behind the knee)?			

Is the seat pan depth too long (less than 2 finger length space behind the knee)?		
Is your chair too low? (While sitting are your knees higher than your hips?)		
Is your chair too high? (Knee angle greater than 90 degrees)		

Is your back supported by the chair's backrest when working at your computer?		
Are your armrests too high? (shoulders shrugged when the forearm is on the armrests and the elbow is at 90 degrees)	ARM REST: TOO HIGH HUNCHED SHOULDERS	
Are your armrests too low?	ARM REST: TOO LOW NO SUPPORT	
Insufficient space under the desk—Is the keyboard tray or other things blocking the legs from moving freely under the desk?		

Are your elbows close to your sides with your shoulders relaxed?		
	Armrest too High & Wide	