

Safety Checklist



OFFICE ERGONOMICS

Supervisor: _____ Date: _____

Department/Area : _____

Yes	No	Workstation
		Adequate lighting in the work area
		Windows have drapes, curtains, blinds or specially tinted glass to block sun glare
		Work station arranged to prevent over reaching and twisting
		Desk free of clutter
		Document holders placed at eye level and next to the computer
		Materials used frequently are within reach and not placed on overhead shelves
		Employees using proper posture while on the phone

Chair

		Chair provides adequate back support
		Base of the chair stable
		Chair's height adjustable
		Chair has padded arm rests
		Feet rest flat on the floor with knees bent forming a 90 degree angle

Desk

		Height of the desk adjustable
		Desktop large enough for the monitor and most frequently used accessories
		Adequate clearance underneath the desk to work comfortably

