



OFFICE OF RISK SERVICES

1156 HIGH STREET
SANTA CRUZ, CALIFORNIA 95064

Ergonomic Self Evaluation Check List Office Set Up

Start with Your Chair

1. Sit "deep in the seat" with your weight toward the back of the seat pan
2. Seat Height is set so your feet can rest flat on floor with your knees at or just below your hips)
3. Seat Depth Back is against seat back cushion and have about 2 inches space between the back of your knees and the front edge of the seat pan cushion
4. Seat Back cushion is supporting the curve in the lower part of your back
5. Arm Rests are out of your way while you work at your computer

Check Your Keyboard and Mouse Set Up

1. Alignment is set so these elements right in front of you to avoid twisting
2. Distance is close enough to use easily without reaching = Elbows by side
3. Height is set so that your elbows relax comfortably by your side at about a 90 degree angle

(Both items, KB/MS are set at the same height)

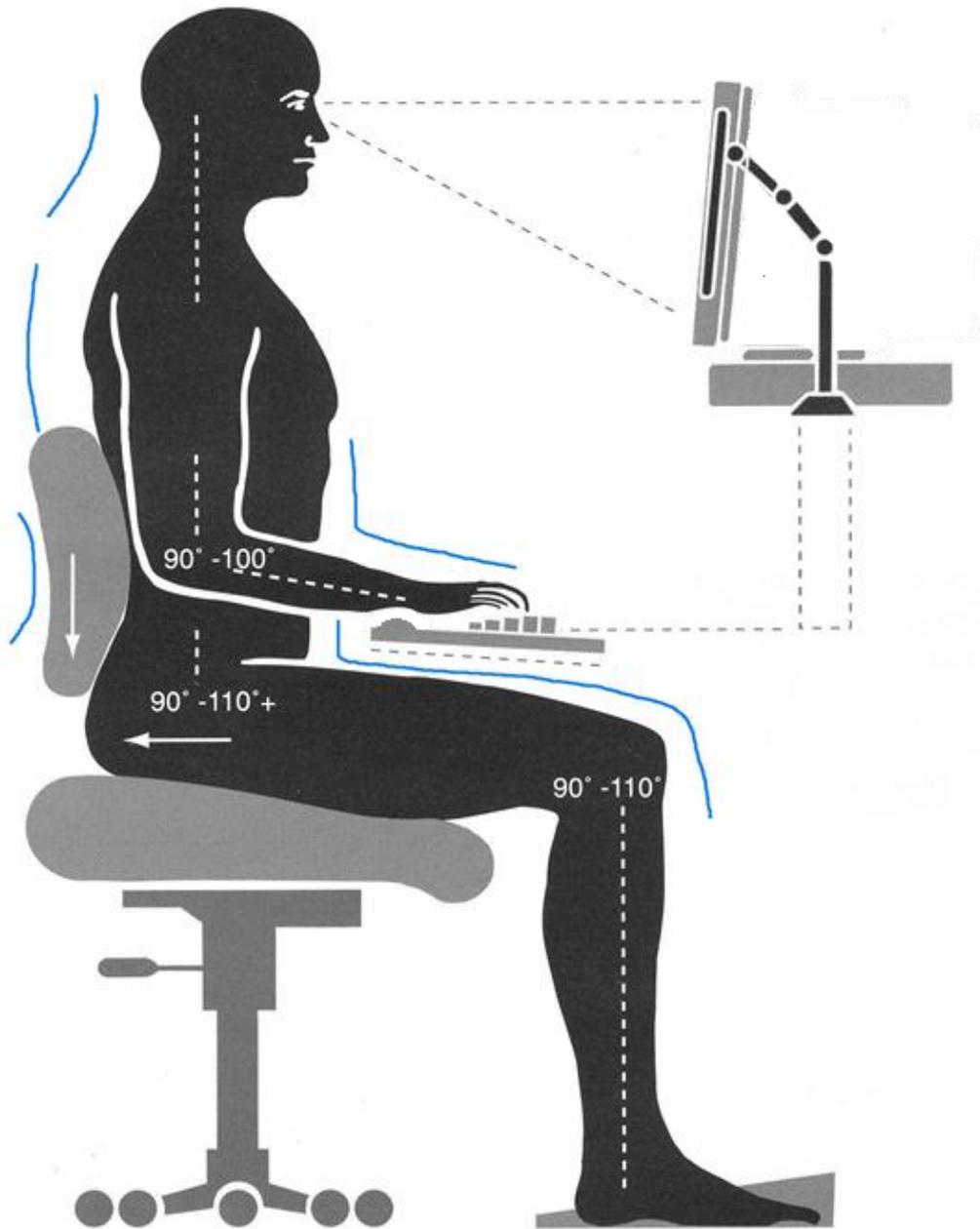
Check your Monitor

1. Alignment is set directly in front of you to avoid turning of your neck or body
2. Distance is set about your arms length away from your face
3. Height will most often be set so the top tool bar is at the same height as your eyes (using bi-focal corrective lenses will change this recommendation to set monitor tool bar lower)

Check your surroundings

1. The things you use frequently are set close by to avoid bending and reaching
2. You have enough lighting to see everything easily
3. You have enough room for your body and can come and go from the workstation easily

NOTE: See diagram on back for reference



Power Posture
3 Spinal Curves
Relaxed Shoulders
Elbows at 90 degrees
Knee Height Same or Slightly Below Your Hips