

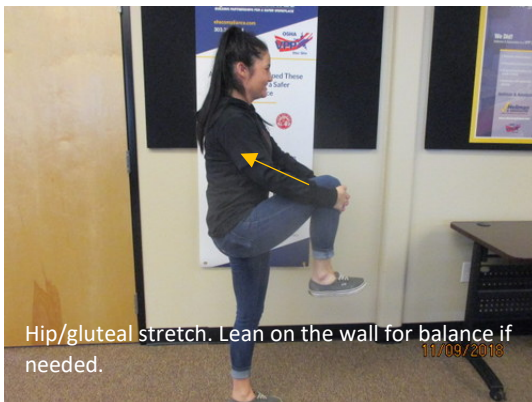
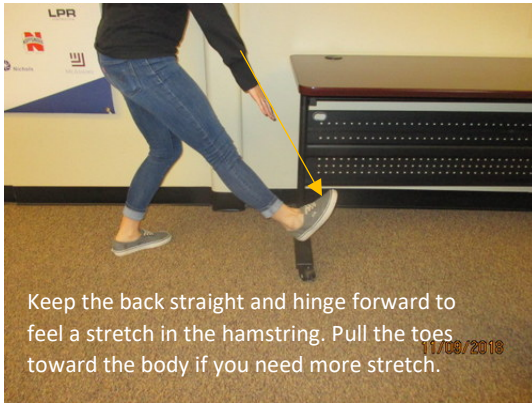
Ergonomics Self-Checklist Work-at-Home

Do you have any discomfort?	<input type="checkbox"/> Neck <input type="checkbox"/> Shoulders <input type="checkbox"/> Forearms <input type="checkbox"/> Wrists/ Hands/ Fingers	<input type="checkbox"/> Ankles/Feet <input type="checkbox"/> Hips <input type="checkbox"/> Knees	<input type="checkbox"/> Lower Back <input type="checkbox"/> Eyes <input type="checkbox"/> Elbows		
What to Look For					
	Y	N	N/A	Item	Tips/Things to Try
Legs and Back				Do you have enough legroom?	<ul style="list-style-type: none"> • Footrests can be made out of a shoebox, throw pillow, books or even a well-placed dog. • If your chair is too big and you can't bend your knees over the front of it, try a throw pillow or rolled towel behind you. • Ditto the previous tip if your chair has little or no lumbar support.
				Are your feet flat on the floor or on a footrest?	
				Are your hips even with or slightly higher than your knees?	
				Do you have 1-4" between the front of your chair and the back of your calves?	
				Is your lumbar support aligned with the curve of your low back and are you using the back of your chair?	
Neck and Head				Frequently used items within reach?	<ul style="list-style-type: none"> • As much as possible, keep the items you use a lot within reach without straightening your elbows. (Think TRex arms) • If your monitor is the right height, you should be able to glance up and see over it. • A clip board propped up on something or a cookbook stand will work for a document holder. • If you're using your laptop monitor and a real monitor, try to get the laptop monitor to the same height.
				Room to write?	
				Top of monitor slightly below eye level? (Slightly lower and angled slightly if you're wearing bifocals.)	
				If working from paper, is it propped up off the desk surface?	
				Using a headset or speaker phone for longer conversations?	
Shoulders, arms, elbows, wrists and hands				Are you using an independent keyboard and mouse?	<ul style="list-style-type: none"> • Laptop keyboard/mouse is NOT ergonomically designed. • If you're working on the couch, use a lap desk or a book so the mouse isn't on the coffee table or otherwise far away. • Neutral is where your wrists would be if you just set your arms on the table. • Shoulders should be relaxed but under your ears. Try not to slouch or roll them forward and try not to be ridged. Shoulder shrugs or shoulder blade squeezes are best for combating shoulder/upper back tension.
				Keyboard/mouse at or slightly lower than elbows?	
				Keyboard and mouse on the same plane?	
				Are your wrists in neutral position?	
				Are your elbows by your side? Are you reaching for your keyboard or mouse?	
				Are your shoulders relaxed but not rolled forward?	
Eyes				Fonts and images clear and easy to read?	<ul style="list-style-type: none"> • Just do it – change the monitor settings so you're not straining to read. • You need more light for working on paper than on the computer. Try to avoid window glare on your monitor as well.
				Adequate lighting?	
Other				Are you alternating tasks/positions frequently?	<ul style="list-style-type: none"> • Change position, go get a glass of water, let the dog out. Movement increases blood flow and decreases stiffness. • Micro breaks can be 30 seconds to a minute. See recommended stretches below!
				Are you taking micro stretch breaks throughout the day?	

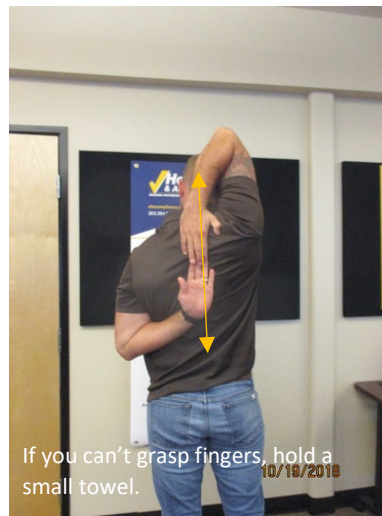
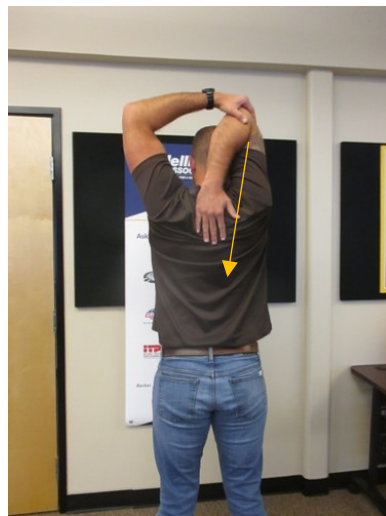
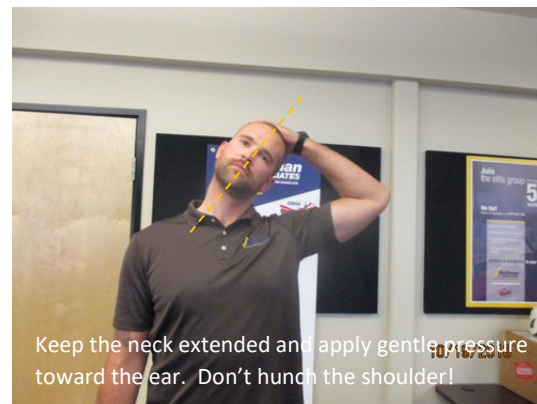
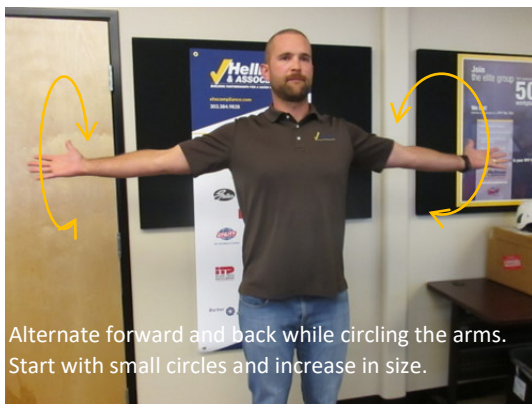
If you've gone through all of the above and are still having issues, call Kirstie for a remote ergonomics assessment.

Suggested Stretches

Stretch only to the point of feeling a gentle stretch – never to the point of pain.
If a specific stretch does cause pain, don't do it!



Suggested Stretches



Suggested Stretches



Engage the abs and stretch up with the chest and the head. Avoid over-arching the back.



Suggested Stretches

