

## Put the desk to the test now

### 1 Use correct seating & posture

#### A Chair Height

Tip: Keep feet flat on floor or on footrest

#### B Seat Pan Depth

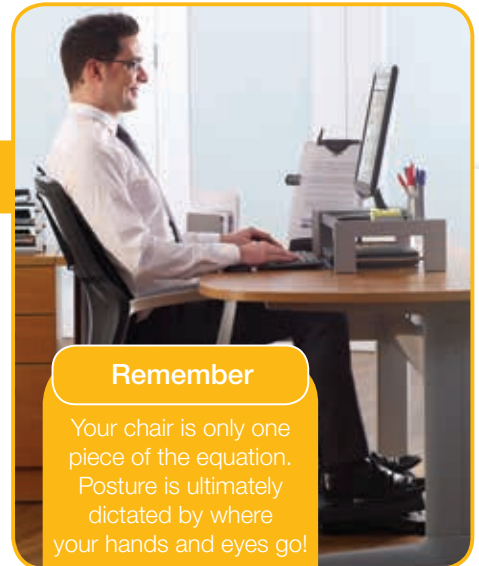
Tip: Back of the knees shouldn't touch the seat

#### C Backrest Position

Tip: Contact as much of the chair backrest as possible

#### D Neutral Posture

Tip: Work in a position that requires the smallest amount of muscle activity



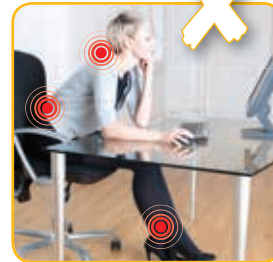
#### Remember

Your chair is only one piece of the equation. Posture is ultimately dictated by where your hands and eyes go!

### 2 Correct keyboard & mouse usage

#### Positioning Tips

- A Position keyboard and mouse CLOSER and LOWER
- B Position keyboard flat or tilted away (negative slope)
- C Keep forearms approximately parallel to the floor with elbows at a 90 - 110° angle



#### Hand & Wrist Posture



Avoid Wrist Extension (approx. 45 degrees)



Avoid unnecessary strain on arms, hands & wrists



Neutral Wrist Posture (0 degrees)

- A Use a palm support to help eliminate risk factors
- B Keep hand, wrist and forearm straight
- C Keep hand position level with or below elbow position

## 1 Background Information

**A** How long have you worked at the company? / In your current workspace?

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**B** How many hours do you spend at your desk? / Working on a computer?

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**C** Have you attended any ergonomic training? / If so, when?

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**D** Have you received a workspace assessment before? / If so, when?

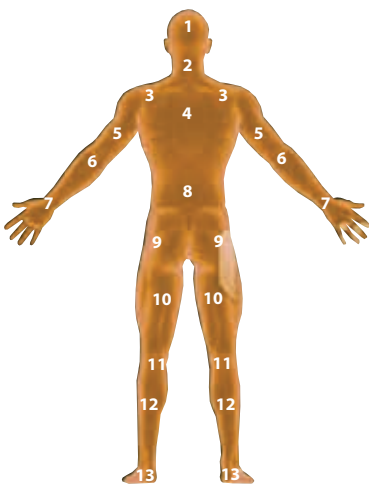
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## 2 Discomfort Survey











If you have experienced discomfort while working, use the chart below to describe:



	Left	Right	Description of Discomfort
1. Head / eyes			
2. Neck			
3. Shoulder			
4. Upper Back			
5. Upper Arm			
6. Elbow / Forearm			
7. Wrist / Hand			
8. Low Back			
9. Hip			
10. Thigh			
11. Knee			
12. Lower Leg			
13. Foot			

Consult your physician regarding serious or chronic medical conditions.

## 3 Observed Risk Factors

	Awkward posture	Cause		Awkward posture	Cause
	Neck flexion			Forward reaching	
	Neck extension			Wrist extension/ flexion	
	Neck rotation			Wrist deviation	
	Shoulder shrugging			Trunk flexion	
	Elbow abduction			Trunk rotation	

### Contact stress

Wrist	
Forearm	
Elbow	
Thigh	
Knee	
Calf	

Additional observations:

## 4 Workstation Solution Recommendations

	Recommended item #		Recommended item #
Back support <input type="checkbox"/>		Keyboard palm support <input type="checkbox"/>	
Document holder <input type="checkbox"/>		Monitor support <input type="checkbox"/>	
Foot support <input type="checkbox"/>		Organisational tools <input type="checkbox"/>	
Keyboard <input type="checkbox"/>		Follow-up screening <input type="checkbox"/>	
Mouse <input type="checkbox"/>		Other <input type="checkbox"/>	
Palm support <input type="checkbox"/>			