



### CHECKLIST for a User-Friendly Workstation

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| ① | <ul style="list-style-type: none"> <li>✓ Top of screen at eye level; lower for bifocal wearers</li> <li>✓ Screen distance at arm's length (15-32")</li> </ul>                    |
| ② | <ul style="list-style-type: none"> <li>✓ Document holder adjustable to screen height</li> </ul>  |
| ③ | <ul style="list-style-type: none"> <li>✓ Chair backrest provides firm lower back support</li> <li>✓ Chair back and seat easily adjustable for height and tilt by user</li> </ul> |
| ④ | <ul style="list-style-type: none"> <li>✓ Keyboard height promotes relaxed arms with forearms parallel to floor</li> </ul>  |
| ⑤ | <ul style="list-style-type: none"> <li>✓ Wrists straight (neutral)</li> <li>✓ Padded, movable wrist rest, same height as keyboard home row, if needed</li> </ul>                 |
| ⑥ | <ul style="list-style-type: none"> <li>✓ Thighs parallel to floor</li> <li>✓ Ample legroom under work surface</li> </ul>   |
| ⑦ | <ul style="list-style-type: none"> <li>✓ Feet rest firmly on floor or foot rest</li> </ul>   |