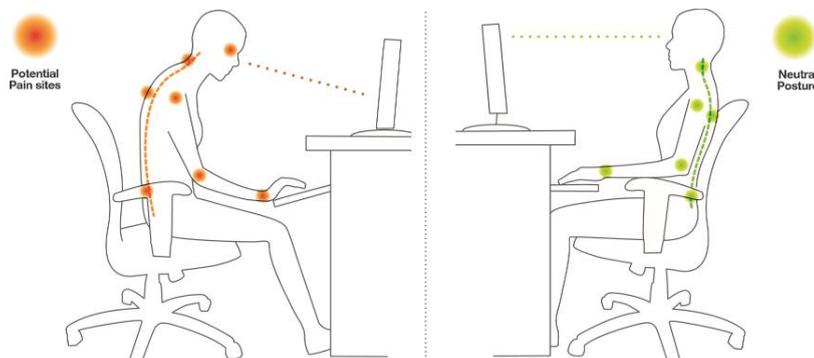


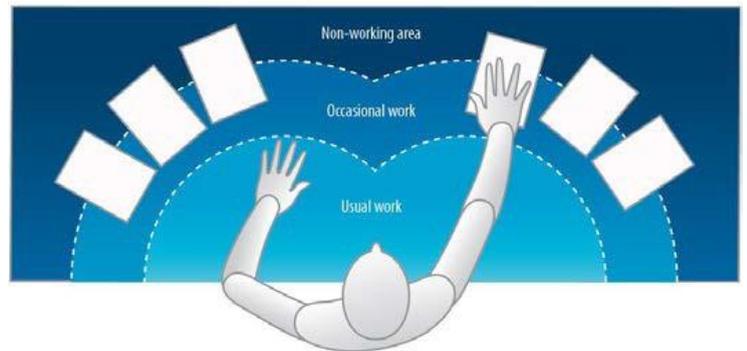
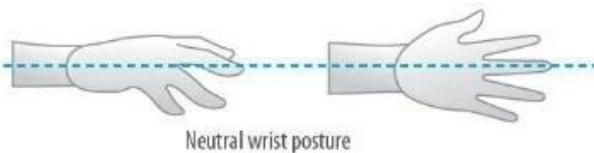
## Work from Home Ergonomics and Wellness Checklist

Below are some tips to create a comfortable and safe workspace when working from home. For quick access to a number of articles, webinars and short videos on how to improve your home workspace, visit [Injury Prevention Plus](#), the City's ergonomic provider.

Computer Workstation	Yes	No	If No, Suggested Actions
Is your chair in good condition and adjusted to the appropriate height (thighs parallel or knees slightly lower than the hips) so you can achieve the neutral posture outlined in the diagram below?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Retrieve your adjustable office chair from your City work location</li> </ul>
Are your feet fully supported by the floor when you are seated?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Lower the chair</li> <li>Use a short stack of books or a small box for foot and leg support</li> </ul>
Does your chair provide support for your lower back?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Adjust chair back</li> <li>Place a small, rolled towel or pillow in your lower back if you need additional lumbar support</li> </ul>
Do your armrests allow you to get close to your workstation?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Adjust armrests</li> <li>Remove armrests</li> </ul>
Does the placement and height of your monitor and keyboard allow for a comfortable position (e.g., head looking forward, not turned to one side)?  Note: If wearing progressive lens, you need to lower your screen approximately 5" below seated eye height to prevent tipping head/ neck back	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Reposition monitor</li> <li>Use books or a box to raise your monitor</li> <li>Review <a href="#">monitor use and height with progressive lenses</a>.</li> <li>Review <a href="#">optimal set up</a> for individuals with single lenses or no glasses</li> </ul>
Is it easy to read the text on your screen?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li><a href="#">Adjust font size</a></li> </ul>
Is your computer screen free from noticeable glare at all times of the day?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Cover windows</li> <li>Adjust overhead lighting</li> <li>Adjust contrast settings on your display</li> </ul>



Computer Workstation	Yes	No	If No, Suggested Actions
Do you have appropriate light for reading or writing documents?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Use a desk lamp</li> </ul>
Is there space to rest your arms when not keyboarding?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Use chair armrests for support</li> <li>Use the table/desk to provide support</li> </ul> 
When keying or using the mouse, are your elbows close to the body, your forearms close to parallel with the floor, and upper arms relaxed?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Raise or lower keyboard and mouse</li> <li>Raise or lower chair</li> </ul>
Are frequently used items within easy reach and is your desk space adequate for the work?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Rearrange workstation</li> </ul>
If you are on the phone regularly (more than a ½ hour at a time throughout the day), are you using earphones or a headset to avoid neck or shoulder deviation?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Use an earpiece or earphones to plug into your computer</li> </ul>



Laptop	Yes	No	If No, Suggested Actions
If you are using a laptop computer for prolonged periods of time, do you use a full-sized external keyboard and mouse?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Use a keyboard and mouse that plugs into your laptop or docking station (if applicable)</li> </ul>

Workplace Environment	Yes	No	If No, Suggested Actions
Is the work area free from all slip, trip and fall hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Keep work areas clean and free of clutter</li> </ul>
If you use a power bar, does it have a surge protector?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Use a power bar with a surge protector if you have one</li> </ul>
Is the work area equipped with appropriate emergency systems? (e.g., a functioning smoke detector and carbon monoxide detector installed in the home, a working fire extinguisher and first aid supplies nearby?)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Have a first aid kit and fire extinguisher nearby</li> <li>Work area should be in a location that is covered by your smoke detector</li> </ul>

Healthy Work Practices	Yes	No	If No, Suggested Actions
Do you take hourly breaks from your workstation to stretch and move around?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Get up and move around every 30 minutes to avoid periods of prolonged sitting</li> <li>• Use an online tool for recommended <a href="#">stretches</a> and to set a reminder to move</li> <li>• <a href="#">Stretches for the office</a></li> </ul>
Do you take breaks from looking at your monitor every 20 minutes for 20 seconds to avoid eye strain?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Focus on an object aside from your monitor every 20 minutes for 20 seconds</li> <li>• Use an <a href="#">online tool</a> or an alarm to remind you to take breaks.</li> </ul>
Do you stop at appropriate times to eat and hydrate during the workday?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Set an alarm to remind yourself to eat and drink water</li> </ul>
Do you ensure that you have daily contact with clients, co-workers, or your manager by phone or via Microsoft Teams?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Use Microsoft Teams to connect with a different colleague each day, even if it is just to say hello</li> </ul>
Do you regulate the hours you work so that you allow for adequate time off for family and/or personal recreation daily?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Work your scheduled hours and stick to your schedule as often as possible</li> </ul>
Do you keep your doors and windows closed and secured to prevent break-ins, theft, and other forms of violence?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Lock doors and close windows when not in use</li> </ul>
Do you keep confidential printed documents in a locked desk or filing cabinet when they are not being used?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Lock secure documents in a desk or filing cabinet when not in use</li> <li>• Keep the door to your workspace locked when you are not present</li> <li>• Return confidential material to your City work location if it is not required at home</li> </ul>
Do you lock your screen every time you leave your computer?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Lock your computer each time you leave your work area</li> </ul>

It is recommended that you speak with your manager/supervisor if you continue to experience pain after you have:

- implemented the suggested actions above;
- reviewed the [ergonomic resources on Ozone](#); and
- reviewed the [Office Ergonomics Self Assessment Guide](#) (a 15 minute online training module via Ozone)