

# Checklist for an Ergonomic Workplace

The following checklist helps you assess and improve workplace ergonomics. Adhering to ergonomic principles also ensures legal compliance.

Department

Employee Name

Date

## 1. Ergonomic Office Chair:

**Adjustable seat height to allow feet to rest flat on the floor.**

☐ Available ☐ Not available

**Adjustable backrest that supports the lower back.**

☐ Available ☐ Not available

**Adjustable armrests to relieve shoulder strain.**

☐ Available ☐ Not available

## 2. Height-Adjustable Desk:

**Programmable setting(s) for quick switching between sitting and standing**

☐ Available ☐ Not available

## 3. Ergonomic Keyboard and Mouse:

**Keyboard with split or curved key layout to reduce wrist strain.**

☐ Available ☐ Not available

**Mouse that fits comfortably in the hand and minimizes tension in fingers and wrists.**

☐ Available ☐ Not available

## 4. Optimal Monitor Position:

**Monitor is positioned at eye level to prevent neck strain.**

☐ Available ☐ Not available

**At least 50–70 cm distance from the screen to minimize eye strain.**

☐ Available ☐ Not available

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## 5. Proper Lighting:

**Sufficient lighting to prevent eye fatigue.**

☐ Available ☐ Not available

**Avoidance of glare and reflections through indirect or diffused lighting.**

☐ Available ☐ Not available

## 6. Break Management:

**Employee has participated in an "active break" introduction session at the company.**

☐ Available ☐ Not available

**Regular breaks are scheduled to relax muscles and promote blood circulation.**

☐ Available ☐ Not available

## 7. Room Climate and Environment:

**Ability to control room temperature and humidity. Fresh air supply available.**

☐ Available ☐ Not available

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☐ Available ☐ Not available

**Reduction of noise through soundproofing measures or headphones.**

☐ Available ☐ Not available

**Further notes:**

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