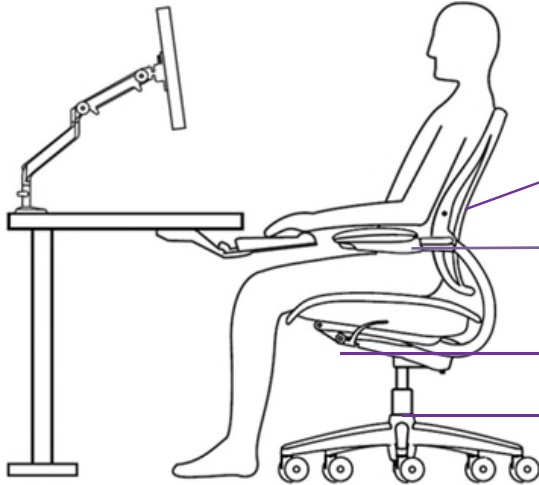




Telecommuter Computer Workstation Ergonomics Self-Checklist

Employee:		Department:	
Date:		Contact Information:	



Neutral Sitting Posture

Sit back in chair so that back is fully supported by the backrest. Adjust lumbar support (back support) to fit comfortably in small of your back.

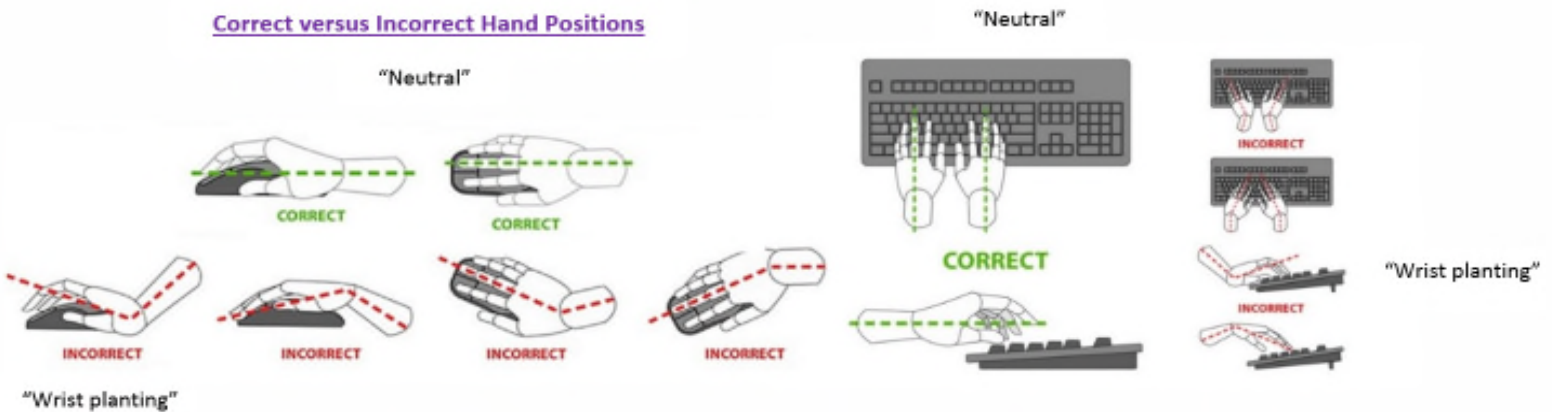
Elbows bent at ~90° by your sides when keying. Do not rest on armrests when keying/mousing – place armrest in lowest position.

Adjust seat back and forth to give 2-3 fingers distance between back of knees and front of seat cushion.

Raise/lower seat until hips slightly above knees and feet supported flat on floor or footrest.

Chair		Yes	No	n/a
1	Can you adjust the chair height, move the seat back and forth, and adjust the seat back (height and angle)?			
2	Are you able to place both feet flat on the floor when seated?			
3	Do you have at least 2-3 fingers distance between back of your knees and front of seat cushion?			
4	Does the chair provide upper and lower back support?			
5	Are your arms/elbows at ~90 degrees for typing?			
6	Do armrests prevent you from getting close enough to workstation? If so can you adjust them?			
I understand how to adjust my chair. Yes <input type="checkbox"/> No <input type="checkbox"/>				

Correct versus Incorrect Hand Positions



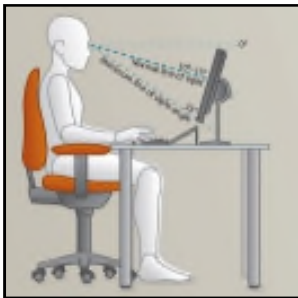
Keyboard and Mouse		Yes	No	n/a
1	Are the keyboard, mouse and desk at a height for neutral posture for keying/mousing?			
2	Are the mouse and keyboard within easy reach and on the same level?			
3	Are wrists straight and flat (neutral) with shoulders relaxed to avoid planting wrists when keying/mousing?			
I understand proper neutral postures for keying and mousing. Yes <input type="checkbox"/> No <input type="checkbox"/>				



Telecommuter Computer Workstation Ergonomics Self-Checklist

Monitor(s)		Yes	No	n/a
1	Is the top of the monitor(s) near eye level with head/neck straight (neutral) and about an arm's length away? <i>Note: This is based on each users vision and those wearing glasses with corrections may need to adjust monitor position to keep head/neck straight (neutral).</i>			
2	If using a single monitor, is it placed directly in front of you?			
3	If using dual monitors equally, are they positioned in a slight "V" pattern and does the point they meet line up with the middle of your body and "H" key on keyboard?			
4	Are the monitor and work surface free from glare?			
5	Can you easily read the monitor without leaning forward or backward?			
I understand monitor adjustments and alignment. Yes <input type="checkbox"/> No <input type="checkbox"/>				

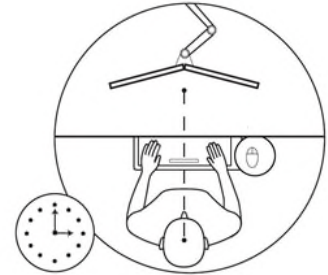
Ideal Monitor Height



Work Flow Diagram



Dual Monitor Diagram



Desk		Yes	No	n/a
1	Are the keyboard, mouse, and desk at a height to allow for neutral arm positioning? <i>See neutral sitting diagram</i>			
2	Is there enough light for reading and writing?			
3	Are items you use often placed close to you? <i>See workflow diagram</i>			
4	Does the underside of workstation allow enough leg clearance and is the space free of trip hazards?			
I understand neutral working postures and work methods. Yes <input type="checkbox"/> No <input type="checkbox"/>				

Rest Breaks and Accessories

Rest Breaks and Accessories		Yes	No	n/a
1	Is the stretch break timer installed and activated? Are micro-breaks taken every 30 min to stretch, stand, walk, and change your position?			
2	Do you use printed documents while working on the computer? Do you use a document holder placed directly in front of you to easily view paperwork?			
3	Is the phone located within easy reach? <i>See workflow diagram</i>			
4	Do you alter your work tasks to avoid repetition of the same task?			
I understand how to change tasks, keep items close, and take stretch/micro-breaks. Yes <input type="checkbox"/> No <input type="checkbox"/>				

I have read this document and believe my home workstation meets the requirements identified in this checklist. I agree to comply and self-monitor myself during the duration of my telework arrangement to ensure I am meeting the workstation ergonomics requirements. I understand if I have questions, I may contact my Manager or Human Resources.

Employee and Sharp HealthCare agree that any form of electronic signature, including but not limited to signatures via facsimile, scanning, or electronic mail, may substitute for the original signature and shall have the same legal effect as the original signature. If the employee is not in agreement, a wet signature is required.

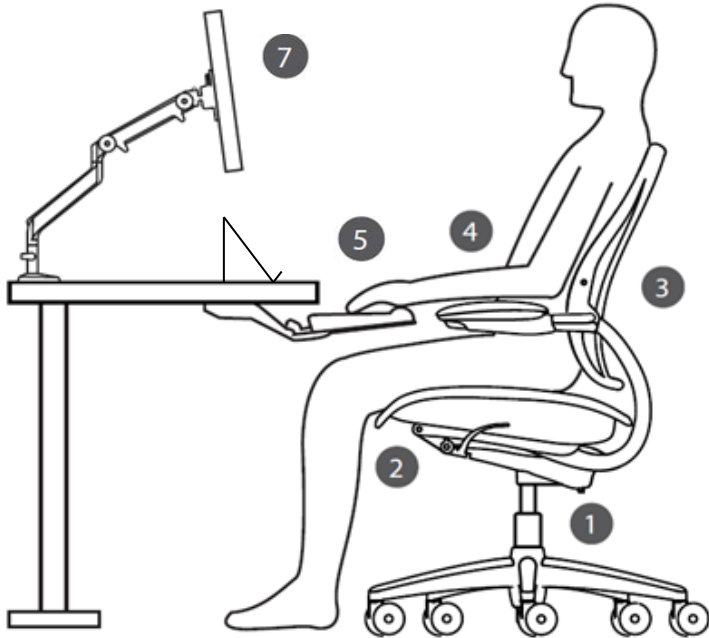
X _____

X _____

Employee Name/Signature

Date

Computer Workstation Guidelines



Chair:

1. Raise/lower seat until hips slightly above knees and feet supported flat on floor or footrest.
2. Adjust seat pan to give 2-3 fingers between back of knees and front of seat cushion.
3. Sit back in chair so that back is fully supported by the backrest. Adjust lumbar support to fit comfortably in small of your back.
4. Elbows bent at ~90° or slightly more open by your sides when keying. Do not rest on armrests when keying/mousing – place armrest in lowest position.

Keyboard/Mouse:

5. Keep wrists straight above wrist rest and use light touch for keying. Relax shoulders and avoid planting wrists on palm support.
6. Mouse next to keyboard on same level. Use entire forearm for mousing – avoid small wrist movements and planting wrists.

Monitors:

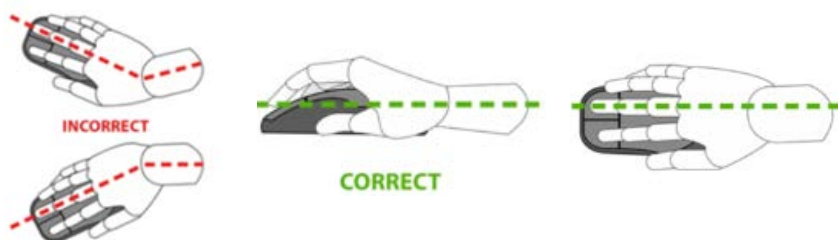
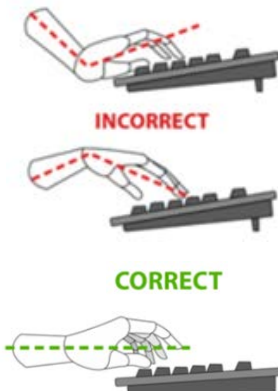
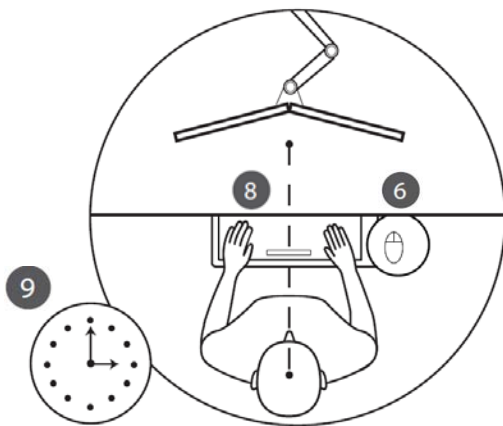
7. Top of monitor screen should be near eye level and not closer than arm's length away.
8. Position dual monitors in slight "V" pattern and align merge in monitor with space bar (or "H key") and midline of your body.

Rest Breaks:

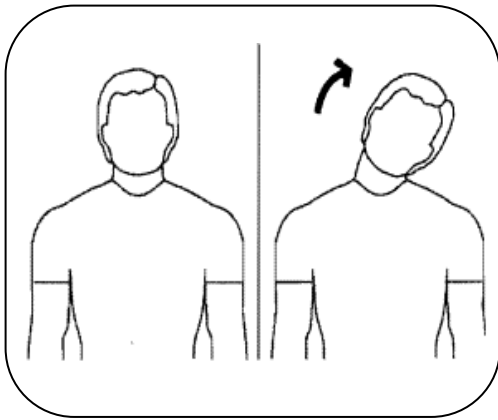
9. No posture is ideal indefinitely. Vary work tasks to avoid one task repetitively. Take micro-breaks every 30 minutes to avoid prolonged computer work. During breaks, move by walking, standing, or stretching.

Tips:

- Use a document holder to view paperwork without bending or twisting your head.
- Place phone on non-dominant side and use headset for multi-tasking.
- Place frequently used items close.
- Visit Ergonomics page on SharpNET for more information.

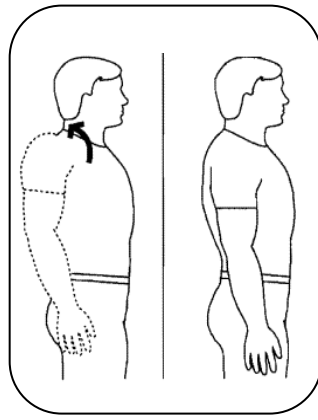


Cervical Side Bending



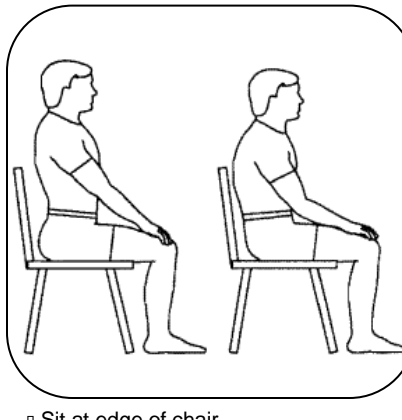
- Press shoulders down towards hips.
- Bend neck sideways, keeping head facing forward, moving ear toward shoulder.

Shoulder Rolls



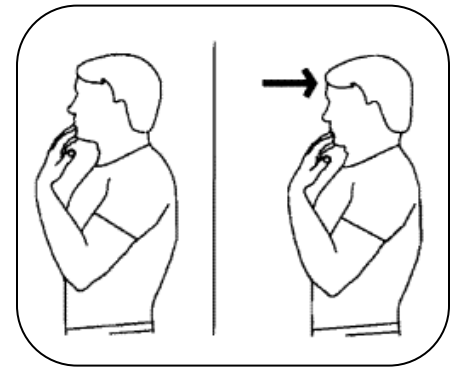
- Raise shoulders toward ears.
- Roll shoulders upwards, backwards and downwards.

Lumbar Extension



- Sit at edge of chair.
- Slowly sit upright, arching low back.

Chin Tuck



- Sit or stand, looking forward.
- Tuck chin in and pause for 5 seconds.
- Return to start position.

SHARP

Sharp Ergonomics Team

Do 1 – 2 stretches per break. Stretch gently and smoothly. Don't bounce. Never stretch to the point of discomfort.

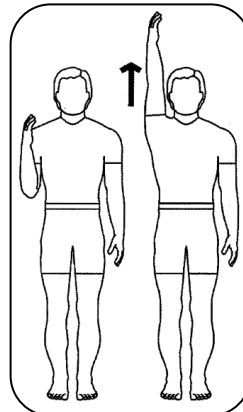
Micro-Break Stretches

To activate the **Stretch Break** timer app on your personal desktop:
Start Menu → All Programs → Stretch Break

For additional assistance please contact the Technical Assistance Center
(858/627-5000)

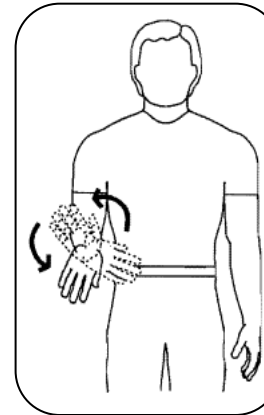
Copyright 1995-2004 BioEx Systems, Inc.

Overhead Reach



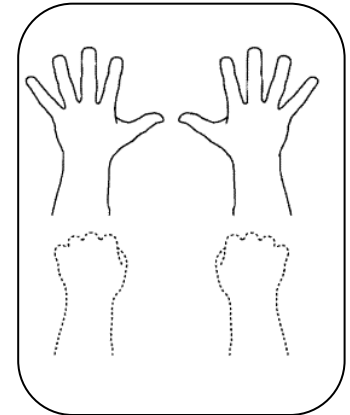
- Sit or stand, reach one arm up.
- Reach one arm up and over to stretch side.

Wrist Circles



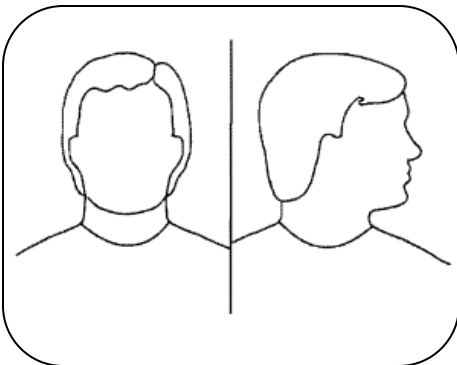
- Stand, arm at side, elbow bent to 90°, palm down.
- Move wrist in circular motion.

Hand Open Close



- Open and close your hands.

Cervical Rotation



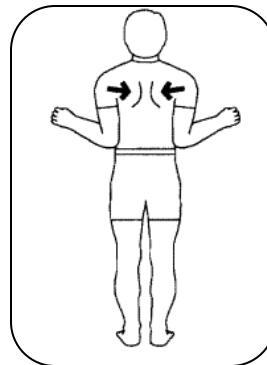
- Sit with back supported.
- Turn head right then left.
- Return to start position.

Wrist Flexion/Extension



- With elbow bent, bend wrist gently upward.
- With elbow straight, bend wrist gently downward.

Shoulder Retraction



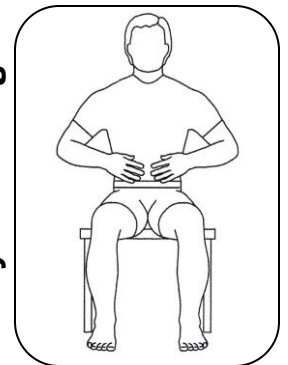
- Stand with good posture, arms at side, elbows bent to 90°.
- Squeeze shoulder blades down and back, rotating arms outwards.

20/20/20



- 20/20/20 rule: look in all directions every 20 minutes, look at least 20 feet away for 20 seconds.

Belly Breathing



- Slowly breath in, expanding your belly.
- Slowly exhale through pursed lips.
- Relax, let go of muscle tension.

Computer Keyboard Shortcuts

Sending an E-mail	
CTRL + N	Opens new e-mail
ATL + .	Opens Directory, type name & hit Enter
ALT + S	Send e-mail
ALT + R	Reply to e-mail
CTRL + shift + R	Reply to all e-mail
CTRL + F	Forward and e-mail
CTRL + shift + A	Create new calendar apt
Copy text	
CTRL + C	Copy text
CTRL + X	Cut text
CTRL + V	Paste text
CTRL + Z	Undo action
Document Management	
CTRL + O	Open a document
CTRL + W	Close a document
CTRL + S or F12	Save a document
Format Characters	
CTRL + B	Bold text
CTRL + U	Underline text
CTRL + i	Italicize text
Paragraph Alignment	
CTRL + E	Center a paragraph
CTRL + J	Justify a paragraph
CTRL + L	Left align a paragraph
CTRL + R	Right align a paragraph
Printing/Previewing Documents	
ALT + CTRL+ i	Switch in or out of Print Preview
CTRL + P	Print a document

Microsoft Office	
Hold Alt	Shows a preview of KeyTips shortcuts - Use tab for individual commands
Reviewing Documents	
Home	Go to the beginning of a comment
End	Go to the end of a comment
CTRL + HOME	Go to the beginning of the list of comments
CTRL + END	Go to the end of the list of comments
Dual Monitor Tasks	
Win + up arrow	Maximizes screen
Win + down arrow	Minimizes screen
Win + left arrow	Left aligns window on screen
Win + right arrow	Right aligns window on screen
Win + shift + left arrow	Moves window to monitor on left
Win + shift + right arrow	Moves window to monitor on right
Alt + Tab	Hold to view all active windows then tab to scroll through
General	
Win + L	Locks computer
CTRL + W	Close a document
CTRL + S or F12	Save a document
CTRL + mouse scroll wheel	Zoom in and out on a document/page

** For additional keyboard shortcuts for Microsoft [Word](#), [Excel](#), [PowerPoint](#), [OneNote](#), [SharePoint](#), [Access](#), [Publisher](#), and [Outlook](#) visit the [Microsoft office support page](#).