

# WORKSPACE WEEK

## Ergonomic Checklist

Use this checklist as a guide for setting up an ergonomic workspace to Work Well Everywhere.

*Follow these simple steps to ensure your computer workspace is ergonomically set up to help prevent work-related neuro-musculoskeletal disorders.*

- Use an **adjustable ergonomic office chair** that allows your knees to be slightly lower than your hips.
- Sit with an **upright posture**, with shoulders relaxed and feet flat on the floor.
- Adjust your **monitor height to eye level** and monitor distance at arm's length from where you are sitting.
- Consider investing in a **sit-stand desk** to reduce spinal strain.
- Take regular **postural breaks** every 30 minutes and download the **Straighten Up app** to complete the 3-minute exercise program.
- Consult an ACA Chiropractor** for more advice.



For more information or to download the Straighten Up app visit [workspaceweek.org.au](http://workspaceweek.org.au)



AUSTRALIAN  
CHIROPRACTORS  
ASSOCIATION



Your local ACA chiropractor: