

WORKSPACE

Ergonomic Checklist

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

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.
- ☒ **Consult an ACA Chiropractor** for more advice.



For more information visit
workspaceweek.org.au



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