



Morgan Maxwell Computer Workstation Set-Up Checklist



Movement away from fixed postures whether it be sitting or standing should be your number 1 priority. Your body is designed to move from the moment you wake up to the moment you go to sleep. Try to move away from sitting at least every 45 minutes. You can read more around the risks of being sedentary at work [here](#).



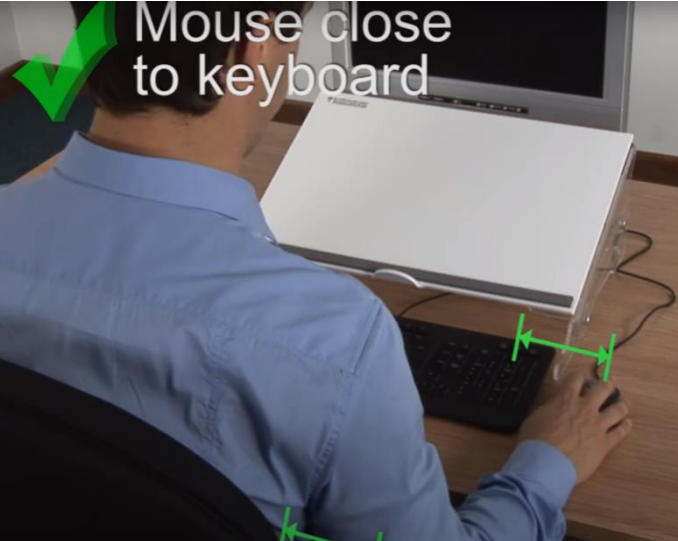
Going to the toilet, making a drink, speaking to a colleague are all good examples of postural change.

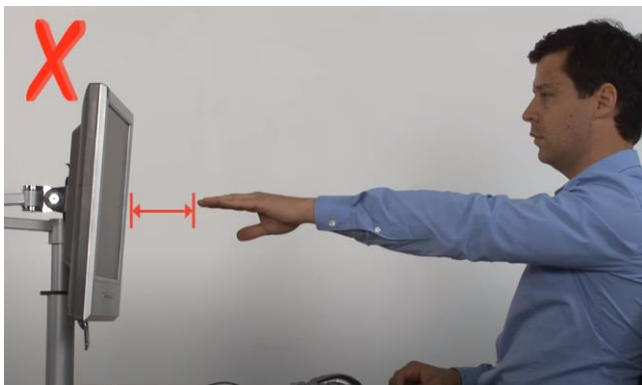
The checklist below does not constitute a full risk assessment. You are required by law to complete a full [Display Screen Equipment Assessment workstation assessment](#).

Use this computer workstation checklist as a reminder around good workstation setup.


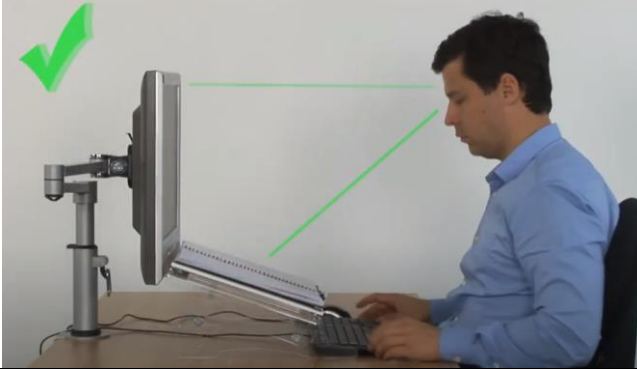
Step 1	Item	Information	✓
	Seat height	<ul style="list-style-type: none"> ✓ Elbows just above desktop with shoulders relaxed. ✓ Feet flat on the floor, shorter users may require a footrest if desk not adjustable. <p>Step 1</p>  <p>Step 2</p> 	

		<p>Step 3. Check feet. If feet do not touch the floor when sitting at correct height you may require a footrest.</p> 	
Step 2	Seat depth	<ul style="list-style-type: none"> ✓ Buttocks right at the back of the seat ✓ Gap of three fingers from the edge of the seat to the back of the knees. 	
Step 3	Backrest height	<ul style="list-style-type: none"> ✓ Small of the back adequately supported by lumbar support in the backrest. 	
Step 4	Armrests	<ul style="list-style-type: none"> ✓ With shoulders relaxed and elbows at right angles, armrests should touch underside of forearms. ✓ Rotate, slide or adjust height of armrests to ensure they don't clash with the desk. ✓ Armrests may come into contact with your desk. Most armrests can be removed. If you're sitting at the correct height as seen in step 2, you can use the desk to rest the forearms. 	
Step 5	Chair tilt tension	<ul style="list-style-type: none"> ✓ Check if your chair can adjust tension. Normally this mechanism is located under the seat or to the side of the seat. ✓ Chair tilt can be useful to allow for movement within chair when not locked in one position. 	
Step 6	Chair tilt lock	<ul style="list-style-type: none"> ✓ Lock chair when required. ✓ The lock mechanism is normally located to the side of the seat. 	
Step 7	Keyboard	<ul style="list-style-type: none"> ✓ Wrists in neutral, horizontal position with elbows at right angles. ✓ Keyboard directly in front of you at a distance to allow you to maintain relaxed shoulders. ✓ Adjust legs at back of keyboard to reduce wrist extension. 	

		<ul style="list-style-type: none"> ✓ Be careful when using shortcut keys while resting wrists on desk. This may lead to discomfort. Try to move lower arm instead of only the wrist. 	
Step 8	Mouse	<ul style="list-style-type: none"> ✓ Mouse close to the side of the keyboard. ✓ Remove hand from mouse when not using it. ✓ Use keyboard shortcuts where possible. ✓ Practice using non dominant hand for short periods if you have discomfort in your dominant mouse hand. This can help spread the load.  	
Step 9	Screen	<ul style="list-style-type: none"> ✓ Approx arm's length away from you. ✓ Top of screen should be in horizontal line of site. ✓ Screen should be directly in front of you unless you refer to other documents more often (copying from text, in case of touch typists) ✓ Control glare and reflections at source using blinds. 	



Step 10	Documents	✓ Should be placed to the side of the screen or between the screen and keyboard by using an inline document holder.	
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Step 11	Equipment location	<ul style="list-style-type: none"> ✓ Most frequent used items should be placed close by. ✓ If right handed place mouse on your right and phone on your left and vice versa ✓ If using the phone for long periods a headset should be used. 	
Step 12	Breaks	<ul style="list-style-type: none"> ✓ Take shorter frequent breaks rather than a single long one. ✓ Take advantage of natural breaks away from your desk (i.e filing, printing, making drinks, toilet) 	
Step 13	Healthy movement	<ul style="list-style-type: none"> ✓ Stand up and sit down out of your chair as often as possible. ✓ Try to design in normal everyday movement into your day. 	
Step 14	Vision	<ul style="list-style-type: none"> ✓ Rest eyes away from monitor by looking at distance objects or shutting eyes for twenty seconds as often as possible. ✓ Ensure you are aware of eye test arrangements within your business. 	
Step 15	Reporting problems	<ul style="list-style-type: none"> ✓ Report any discomfort to your line manager or occupational health as soon as possible. 	
Step 16	Laptop use	<ul style="list-style-type: none"> ✓ If you are using a laptop for work you should consider using a laptop stand, separate keyboard, and mouse to reduce the risk of discomfort. ✓ The DSE regulations require the screen to be separate from the keyboard. 	

