

# Ergonomic Checklist

FOR  
INDUSTRIAL  
WORK

## During Your Shift, Do You:

- Take breaks to stretch and rest muscles during repetitive motion?
- Lift objects with your leg strength (rather than your back)?
- Carry heavy objects close to your body?
- Push objects with your weight instead of pulling them?
- Keep your body position neutral, without twisting or slouching?
- Limit contact stress by using the right tool for the job?
- Have padding on tool handles or wear special gloves to reduce vibration?
- Wear the right equipment when working in hot, cold, or noisy environments?

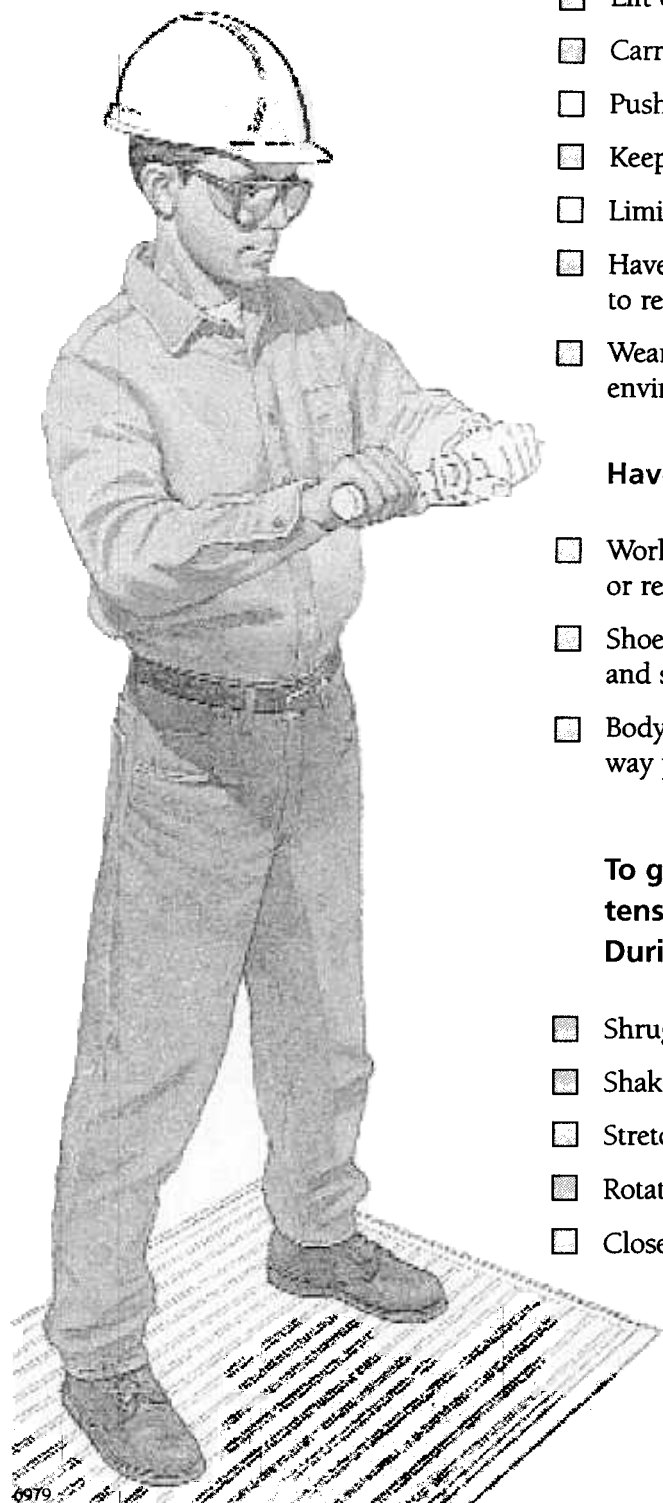
## Have You Checked Your:

- Work height so that you can work without slouching over or reaching up?
- Shoes to make sure they provide comfort, support, and shock absorption?
- Body position, making sure you periodically change the way you stand or sit?

**To get your blood moving and to relieve muscle tension, take a break from work when you can.**

**During these breaks, be sure to:**

- Shrug your shoulders
- Shake your arms
- Stretch your legs and back
- Rotate your ankles and wrists
- Close your eyes for a few seconds



(turn over for office)



# Ergonomic Checklist

FOR  
COMPUTER  
WORK

## When Sitting at Your Workstation, Are Your:

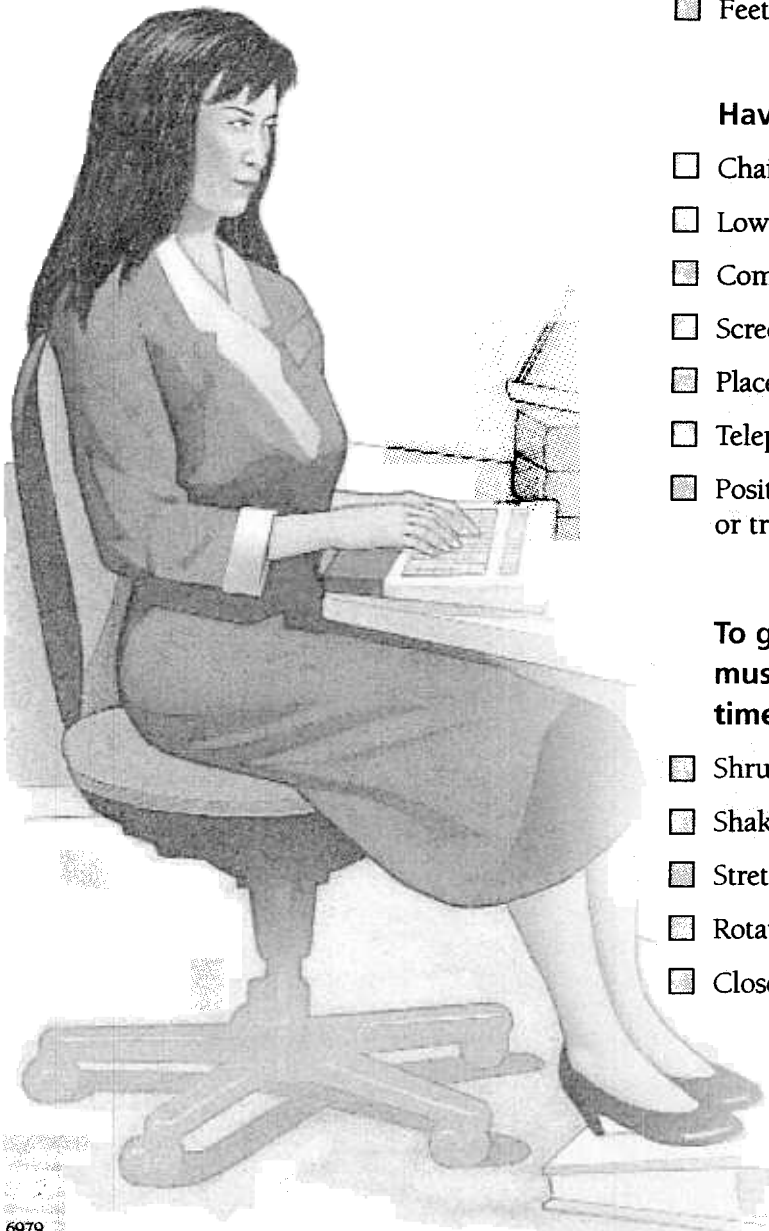
- Ears, shoulders, and hips aligned?
- Back's natural curves maintained?
- Shoulders relaxed?
- Elbows close to your body?
- Forearms parallel to the floor?
- Wrists and hands straight?
- Knees even with or slightly lower than your hips?
- Feet resting comfortably on the floor?

## Have You Checked Your:

- Chair height?
- Lower back support?
- Computer monitor position and height?
- Screen contrast and brightness?
- Placement of task lamps and window blinds?
- Telephone setup?
- Position of input devices (such as a mouse or trackball)?

**To get your blood moving and to relieve muscle tension, get up from your desk 2 or 3 times an hour. During these breaks, be sure to:**

- Shrug your shoulders
- Shake your arms
- Stretch your legs and back
- Rotate your ankles and wrists
- Close your eyes for a few seconds



(turn over for industrial)