**CHECKLIST**

**ERGONOMICS ISSUES**

“Ergonomics” is the study of people’s efficiency and comfort in their working environment. This issue is strong becoming a front leader for business owners in South Africa. Failure to upgrade and switch to new technologies that are becoming available for the office environment can cause injuries and trauma to employees who may seek compensation from employers. By being proactive and paying attention to ergonomics at each workstation, you could prevent injuries or trauma down the line, which will, in turn, prevent your company from facing any legal compensation from employees.

The following checklist can help you make sure every employee who uses a desktop computer is comfortable and healthy.

**Can every employee answer “yes” to each of the following questions?**

* It is easy for me to get in and out of my workstation.
* My chair is adjustable.
* My chair has armrests.
* There are no cable obstructions underneath my desk.
* There are no cable obstructions underneath my chair.
* While typing my wrists are not bent.
* I can request for a wrist rest should I require one.
* The keyboard can be tilted.
* The mous pad can easily be reached.
* The chair back supports my lower back.
* The chair back supports my upper back.
* My feet rest comfortably on the floor.
* I can request a footrest should I require one.
* I can request a document holder should I require one.
* I have a colour monitor that is adjustable for contrast and brightness.
* My monitor is at the correct height and distance from me.
* I have a glare protection screen on my monitor.
* There is sufficient lighting at my workstation.
* If additional lighting is required, I can request for a desk lamp.
* My workspace is sufficient in size to accommodate my needs.
* I do not have to reach far for the telephone.
* Should I require, a telephone headset is available to me.
* I take regular breaks to get up and move around.
* If my workstation became uncomfortable, I would tell my supervisor.