

**In the following quiz, you should answer yes to all of the questions.
Any negative (NO) answer indicates that a change should be made.**

Y/N HEAD AND NECK

- 1. Is your head straight and balanced over your spine while looking at the computer monitor?
- 2. Can you see your work without tilting your head down?
- 3. Do you avoid cradling the phone receiver on your shoulder? Do you use a headset?
- 4. Can you use bifocals or trifocals without tipping your head back to focus?

SHOULDERS

- 1. Are your shoulders relaxed?
- 2. Are your upper arms close to your body?
- 3. Are your work materials within reach to the front of you?
- 4. Can you operate equipment without having to reach or extend your arms?
- 5. Is the work surface the correct height? Forearms parallel to the floor with no pressure?

BACK

- 1. Does your chair provide good support to your lower back(lumbar spine)?
- 2. Is your chair adjustable? Do you make adjustments?
- 3. Is it adjusted to the correct height for you with no pressure on the underside of your thighs?
- 4. Do you avoid standing at a low workspace that causes you to bend forward?

ARMS AND WRISTS

- 1. Are your elbows at right angles when you type?
- 2. Are your forearms and wrists in a neutral (straight) position?
- 3. Is the mouse close to the keyboard and at the same height?
- 4. Is your arm supported when using a mouse?

LEGS AND FEET

- 1. Are your feet flat on the floor or on a stable footrest?
- 2. Is there enough clearance under the workspace for your legs and knees?
- 3. Is your chair adjusted to avoid pressure in the back of your lower legs?

EYES

- 1. Is the monitor at a comfortable viewing distance of 18-30"?
- 2. Are the brightness and contrast controls set for comfortable viewing?
- 3. Is your eyeglass prescription up to date?
- 4. Is your workstation positioned to avoid direct or reflected glare from windows or bright lights?
- 5. Is the document stand placed next to (close to)the monitor to avoid twisting your neck?
- 6. When using 2 screens equally, is the split between the screens directly in front of you?

WORK METHODS

- 1. Do you vary tasks during the day so you are not in the same position(posture) for a long time?
- 2. Do you take opportunities to rotate tasks and work different muscle groups?
- 3. Do you take breaks throughout the day to stretch?
- 4. Do you know how to adjust the workstation to fit your body type?
- 5. Is your workstation properly adjusted? Is there ergonomic equipment available to modify your workstation?

If you answered 'no' to any of these questions, call the experts at 920-257-2010.