



# Checklist for Workstation Design

	Yes	No	Action Required
Are ergonomic guidelines considered when purchasing office furniture, tools/equipment?			
Are tools and equipment padded where appropriate to reduce contact stress, and enhance comfort?			
Are all materials, tools, switches and controls within easy reach of workers?			
Are appropriate seats (with lower back support) and footrests provided for those workers sitting for most of the shift (eg. Sewers or office clerks)?			
Are prop stools and cushions, non-slip mats provided for those workers who stand for most of the shift? Are benches of the correct height?			
Are suitable tables with stable and smooth work surfaces provided at the necessary workstations?			
Can the height of chairs or benches be altered to suit different workers and avoid unnecessary bending or high hand positions?			
Are any mechanical devices in use to avoid lifting/moving heavy loads?			
Can workers rotate jobs to alternate between sitting and standing for long periods at work?			
Is information on ergonomics provided to workers to raise their awareness of poor workstation design and hazards?			



**Use a padded wrist rest or padded elbow rest.**