

# ERGO QuickCheck



A 10 Point Checklist for Office Workers

**SISC**

Self-Insured Schools of California

**Head & Neck**  
Upright and relaxed;  
balanced between shoulders.

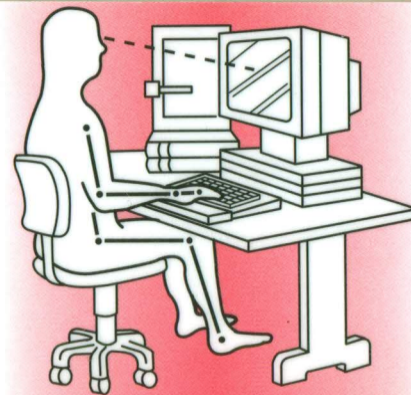
**Hands & Wrists**  
Relaxed and straight without  
bending up, down or sideways.

**Knees**  
At about hip level – may be  
slightly higher or lower depending  
on comfort and preference.

**Eyes**  
About an arm's length  
or more from screen.

**Low Back**  
Supported by chair's  
forward curve or lumbar roll.

This information is not intended to replace your organization's policy. Seek assistance if needed.



**Monitor**  
Centered directly in front;  
free of glare. Top of screen  
slightly below eye level.

**Primary Work Tools**  
Within easy reach without  
leaning forward or twisting.

**Feet**  
Flat on floor or footrest; legs **uncrossed**.  
Legs can move freely under desk.

**Document Holder**  
Close to screen  
and at same height.

**Keyboard**  
Low enough so **arms** hang natural  
at sides; elbows close to body.

Fit Strips