



# YOUR HEALTH OUR PRIORITY

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## Workstation Health Check

With this handy guide, it only takes a few minutes to learn how healthily (or not) your customers are working.

Let's start with some top tips.

### **Chair Height**

Forearms resting flat on the desk surface. Thighs parallel to the floor. Feet flat on the floor or raised on a foot support.

### **Backrest Position**

Ensure most of the lower back is in contact with the back of the chair.

### **Seat Base Depth**

Prevent the backs of the knees from touching the chair seat.

### **Neutral Posture**

Work in a position that requires the smallest amount of muscle activity.

## The correct way to use a keyboard and mouse

Keep both devices close to you and low on the desk surface, so as to ensure your wrists are flat.

Make sure your keyboard is flat or tilted on a negative slope.

Keep your forearms parallel to the floor with elbows at a 90 - 110° angle.

Use a palm support to help reduce risk factors.

Keep your hands, wrists and forearms straight.

Keep your hand position level with or just below the elbow position.



# Background Information

Take a little time to see how your customer is working.

**1.** How long have you worked at the company? / In your current workspace?

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**2.** How many hours do you spend at your desk? / Working on a computer?

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**3.** Have you attended any ergonomic training / health & wellbeing events? If so, when?

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**4.** Have you received a workspace assessment before? If so, when?

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## Ouch!






Identify where there are aches, pains, niggles and twinges. Take note of any discomfort in the appropriate panels below.

	Left	Right	Description of Discomfort
Head / eyes			
Neck			
Shoulder			
Upper Back			
Upper Arm			
Elbow / Forearm			
Wrist / Hand			
Low Back			
Hip			
Thigh			
Knee			
Lower Leg			
Foot			

## Which areas are at risk?

Identify where you see an unhealthy working position and note the causes in the relevant boxes.

	Signs of strain	Cause
	Neck flexion	
	Neck extension	
	Neck rotation	
	Shoulder shrugging	
	Elbow abduction	

	Signs of strain	Cause
	Forward reaching	
	Wrist extension	
	Wrist deviation	
	Trunk flexion	
	Trunk rotation	

Contact stress	Cause
Wrist	
Forearm	
Elbow	
Thigh	
Knee	
Calf	
Additional observations:	

## Workstation Solution Recommendations

Solution	Recommended item #
Back support	
Foot support	
Mousepad wrist support	
Keyboard wrist support	
Monitor support/arm	

Solution	Recommended item #
Laptop support/arm	
Tablet support	
Document support	
Sit-Stand Solution	
Organisational tools	

Any other recommendations :

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## Be the best – every day

At Fellowes, we want people to be the best they can be every single day. More productive. More efficient. Healthier. Happier. To make the most of your day, discover our workspace wellbeing solutions at

[fellowesergotest.com](http://fellowesergotest.com)

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Work Better. Feel Better.™

