

Date: _____ Employee Name: _____
 Auditor Name: _____ Dept./Loc.: _____

Description	Yes	No	N/A	Comment(s)	Resolution
Screen is at arm's length					
Wrists are straight when typing; supported when not					
Feet are flat on the floor (if not, foot rest is available)					
Chair is fully adjustable					
Hips are as far back in seat as possible					
Back is fully supported in lumbar area					
Elbows are bent at 90* angles					
Shoulders are relaxed					
Hips, shoulders, and ears are aligned vertically					
Monitor is adjusted to correct line of vision					
Documents are held on a holder at same height as screen					
Proper posture is being executed					
Forearms are (roughly) parallel to the floor when typing					
Spine is in a natural "S" curve when seated					
Seated at least 18-24 inches away from monitor					
Computer screen adjusted to avoid glare from light					
Occasional, small breaks are taken when working for long periods of time					
Exercise/ stretching is performed regularly					
Angle between trunk and thigh does not exceed 90* when seated					

Additional Comments/Suggestions: