

Here's a simple **Tick Box Checklist for Desk Setup** that you can use for home or office workstations to ensure ergonomic and safe working conditions:

Desk Setup Checklist

Workstation:

- Chair is adjustable (height, backrest, armrests)
- Chair supports lower back comfortably
- Feet rest flat on floor or footrest
- Desk height allows forearms to be parallel to the floor
- Monitor screen is at eye level or slightly below
- Monitor is about an arm's length away
- Keyboard and mouse are at comfortable height and close to the body
- Wrists are straight and supported while typing
- There is enough space under desk for legs to move freely
- Workspace is free from clutter and trip hazards (e.g., cables tidied)

Lighting and Environment:

- Workspace is well-lit without glare on the screen
- Screen brightness and contrast are adjusted for comfort
- Regular breaks are taken to reduce eye strain (e.g., 20-20-20 rule)
- Noise levels are controlled to reduce distractions
- Room temperature is comfortable

Additional:

- Computer equipment is in good working order
 - Electrical cables and sockets are safe and not overloaded
 - Access to water nearby to stay hydrated
 - Phone, notepad, and other frequently used items are within easy reach
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