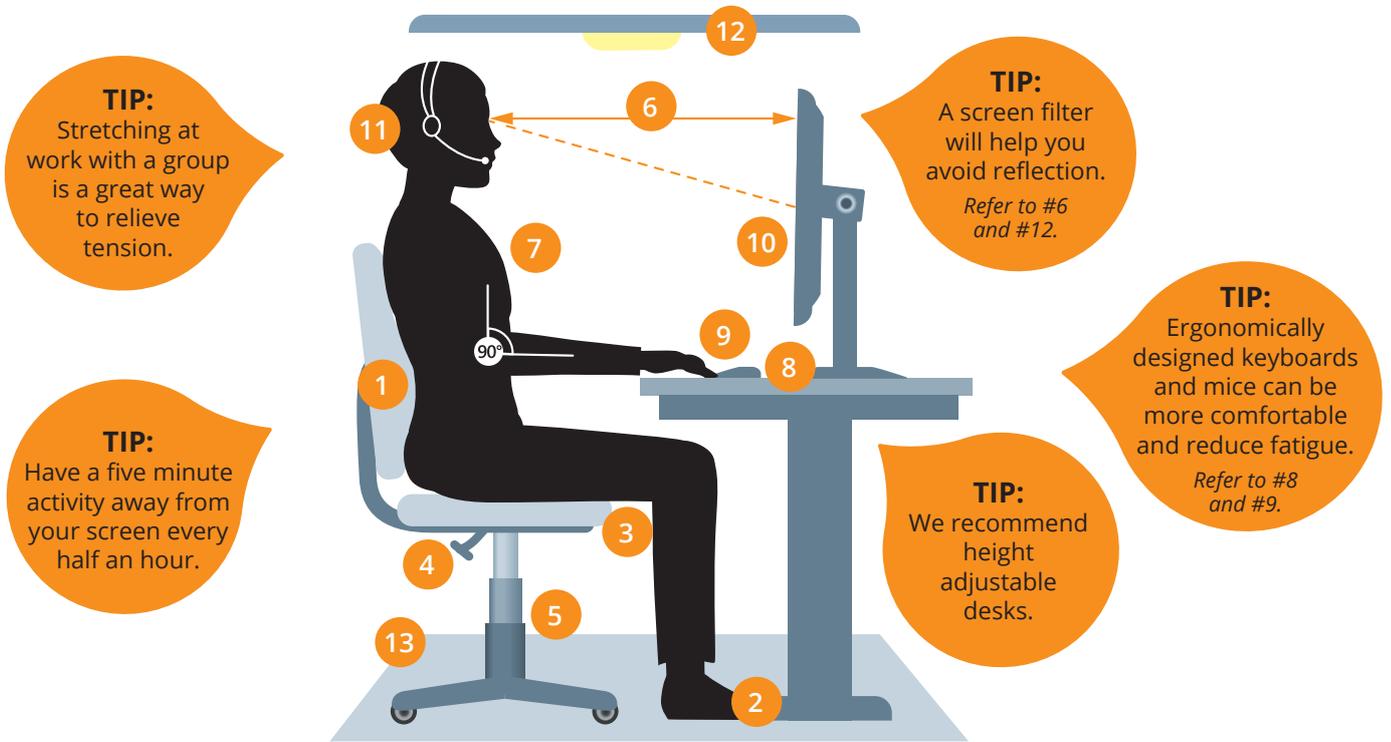


Warrant of Fitness

This checklist is designed to help you achieve and maintain maximum comfort at your desk as well as avoiding physical stress, strain and injury. If possible, get a family member to help you tick off the list below.



Chair Assessment		Yes (Tick)	Alternative options
1	The lumbar curve on your chair back should fit where a belt would sit on your waist		Add a pillow for lower back support
2	Your feet should be flat on the ground, or on a footrest		
3	There should be a four-finger gap between the back of your legs and your seat		
4	The seat width should be your hips plus 2cm either side whilst seated		
5	Height of chair should be adjusted so your elbow height matches your desk height		Add a pillow to give yourself extra height
Workstation Set Up		Yes (Tick)	Alternative options
6	The top toolbar on your monitor screen should be at eye level when viewing with an upright head and neck posture		Boost your laptop up with some books
7	Place your ergonomic keyboard 10-12cm from the front of your desk, allowing your elbows to be at 90 degrees		
8	Your keyboard should be flat so typing is done with a neutral wrist		
9	Your mouse should be as close as possible to the keyboard (avoid overstretching, your arms should be close to your body)		
10	Your monitor screen should be an arm's length away		
11	Your headset and phone should allow good posture and multi-tasking		
12	You should have good lighting over your workplace with no glare or reflections		
13	A chairmat allows your chair to roll smoothly and help minimise anti-static shock		

For more information please contact your OfficeMax Account Manager

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