

DSE awareness checklist for standing desks

This checklist provides you with a reminder of how to ergonomically set up and use a standing desk.

Monitor	
The main monitor is central on the user's standing desk and roughly an arm's length away. The user is directly facing it when stood in a neutral position.	
The monitor is free from glare and does not flicker.	
The user's eyes are level with the top of the screen. They keep their head, neck, and shoulders straight and relaxed.	
The monitor can be tilted and raised / lowered.	
The monitor has brightness / contrast settings.	
The size of the text displayed on the screen is two to three times larger than the size of the smallest text the user can read.	

Keyboard	
The keyboard is separate from the screen so it can be suitably positioned. It is on a separate platform to the monitor.	
The keyboard is directly in front of the user, with the G, H and B keys in line with the centre of their body.	
The keys only require a soft touch to use - they are not stiff.	
The user's elbows are bent at or around a 90° angle when typing. Their arms are relaxed at the side of their body while doing so.	
The user's wrists are supported either by a rest or the desk when typing.	
The user does not need to stretch their wrists and/or forearms when typing.	

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Mouse	
The mouse is a suitable shape and size so that it fits comfortably into the user's hand.	
The mouse is on the same platform as the keyboard.	
The mouse supports the neutral position of the user's wrist. The user has suitable wrist support if necessary.	
The mouse's buttons and scroll wheel are not stiff or overly sensitive.	
The mouse is kept clean and free from debris so it can move smoothly.	
The user does not have to stretch to reach the mouse. Their arm is close to their side when using it, with their elbow at a slightly 'open' angle.	

Standing Desk	
The desk is made of a material that will not cause glare.	
The desk is adjustable in height so that the user can place it at a suitable height for them.	
The desk has a separate platform for the keyboard and mouse.	
The mouse's buttons and scroll wheel are not stiff or overly sensitive.	
The desk has enough room so that the user can place their main monitor directly in front of them. They should not need to twist their neck to face their main monitor.	
The user has an anti-fatigue mat and/or a footstool, which helps to alleviate some pressure from the user's legs. The user is also ideally wearing supportive shoes.	

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Environment

Any windows that could cause glare have blinds.

The area has adequate lighting to prevent eye strain. If the user needs additional light, they should have a desk lamp.

The room is at a suitable temperature, as too hot or too cold temperatures can cause users to adopt poor postures.