

Laboratory Ergonomics Checklist

Task	Corrective Action
Microscopy	Adjust the eyepieces and angle of observation and use adjustable microscope stands when possible
	Adjust the height of the microscope, workbench or chair as needed
	Ensure there is sufficient leg room at you workstation (approximately 18 inches deep, 28 inches wide)
	Raise your microscope to position yourself so that you are in the outermost upright position to reduce tilting your head and rounding your shoulders
	Place your microscope towards the edge of your work surface so that you can look into it as upright a position as possible
	Utilize lifters and angled microscopes
	If your microscope is too high and you have to raise your head to use it, adjust your chair's height and use a chair ring or foot rest
	Use elbow pads to reduce pressure on the arms while working at the bench, apply padding at the edge of the work surface
Pipetting	Use an electronic operated or latch-mode pipetter when possible
	Take breaks and limit pipetting to 20 minutes or less at one time
	Rotate pipetting tasks among several people
	Keep your arms as close to your body as possible
	Use thin walled pipette tips that fit correctly and are easy to eject
	Use pipettes that use a pointer finger to aspirate and thumb to dispense
	Maintain your wrist in a neutral position - straight
	Retrofit pipetter so that it may be activated with a finger rather than a thumb trigger
Laboratory work benches	Use the appropriate workbench height specific to the type of work you will be doing ex. For precision work height should be set above elbow height between 37-43 inches, light work 34-37 inches, heavy work – 28-35 inches
	If standing, use anti-fatigue matting
	If sitting, use an adjustable stool or chair with a built in footrest
	Take breaks frequently
Hoods	Place all materials in the hood as close as possible to you. But for proper hood flow and safety the work should be approximately 6 inches from edge
	Avoid contact with sharp edges on forearms and hands. Apply foam padding to the front edge, if necessary
	Use anti-fatigue mating or a foot rest, if standing for long periods of time
	Keep line of sight unobstructed and maintain the hood window clean to reduce eye strain and awkward postures
	Take breaks frequently