

# Home Reading Space Ergonomics Checklist

A quick audit sheet for radiology leaders, managers, and home radiologists to identify ergonomics risks in a reading environment.

**How to use:** Review the items below and mark **OK** or **Needs attention**. Capture notes for any issues identified so they can be corrected and re-checked.

OK Needs Attention Notes

## Monitors & viewing geometry

Primary diagnostic monitors are centered in front of the user; secondary screens are close enough to avoid repeated neck rotation.	■	■	
Monitor height supports a neutral neck position (no sustained chin-up or chin-down posture), and is easily adjustable.	■	■	
Viewing distance is comfortable and consistent (not forcing forward head posture), and is easily adjustable to support physical and visual comfort.	■	■	
Monitors are aligned and stable; arms/mounts support easy adjustment (height/tilt/distance) and hold position during and after routine changes.	■	■	
Glare and reflections are controlled (no direct light sources reflecting on screens).	■	■	
Cable routing allows monitor and desk adjustments without pulling or snagging.	■	■	

## Desk, chair, and posture support

Chair provides lumbar support and allows an upright posture without slumping.	■	■	
Seat height supports feet flat on the floor (or a footrest is used).	■	■	
Armrests support the forearms without raising the shoulders.	■	■	
Desk height supports elbows near $\sim 90^\circ$ with shoulders relaxed while typing/mousing.	■	■	

Keyboard/mouse position allows the forearm to remain supported by the work surface when possible (no overreaching or elevated shoulders).	■	■	
If using sit–stand, the workstation adjusts smoothly and supports both seated and standing positions.	■	■	

### Input devices & reach zones

Keyboard and mouse are positioned to keep wrists neutral (no sustained extension/ulnar deviation).	■	■	
Mouse use does not require overreaching; forearm remains supported when possible.	■	■	
Dictation microphone placement avoids sustained head turn or shoulder elevation.	■	■	
Frequently used items (phone, notes, controls) are within easy reach to avoid repetitive twisting.	■	■	

### Lighting, glare, and room factors

Ambient lighting is consistent during reading sessions (no large swings from daylight or overhead lighting).	■	■	
Task lighting is positioned to illuminate the workspace without washing out screens.	■	■	
Window glare is mitigated with blinds/shades or repositioning of the workstation.	■	■	
Noise/distractions are managed to support sustained concentration and reduce fatigue.	■	■	

### Movement and fatigue management

The reader changes posture periodically (seated ↔ standing, or regular micro-adjustments).	■	■	
Micro-breaks are taken during long sessions (brief eye/neck/shoulder reset).	■	■	

Any recurring discomfort is documented and triggers a setup review (chair/monitor/desk adjustments).	■	■	
The reader makes periodic adjustments to viewing distance (focal distance) during long sessions.	■	■	

**Note:** This checklist is intended to support ergonomics reviews and standardization discussions. It does not replace site-specific clinical, safety, or regulatory requirements.