Anything with a “no” answer the first time needs to be fixed. Use the attached problem-solving worksheet for ideas of how to fix things, then answer the questions a second time to see how you did!

<table>
<thead>
<tr>
<th>(1st TIME)</th>
<th>(2nd TIME)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES or NO</td>
<td>YES or NO</td>
</tr>
<tr>
<td>PERSON 1</td>
<td>PERSON 2</td>
</tr>
</tbody>
</table>

**ARMS:**
Are elbows at or above keyboard height and wrists in a straight line with the forearms?

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

**HEAD:**
Is the ear in a vertical line with the shoulder?

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
</table>

**SHOULDER:**
Are the shoulders in a vertical line with the elbows?

| NO | NO | YES |
KNEES:
Are the knees slightly below the level of the hips?

NO | YES
---|---

TOES:
Are the feet fully resting on the floor or a footrest?

NO | YES
---|---

SPINE:
Are the shoulders in a vertical line with the hips?

NO: shoulders in front | NO: shoulders behind | YES
---|---|---

EYES:
Is the monitor positioned about an arm’s length away?

NO | YES
---|---

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