



Creating a Healthy Workspace:

HERE'S A CHECKLIST FOR
CREATING A HEALTHY WORKSPACE
TO PROMOTE EMPLOYEE WELL-
BEING



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YOUR GUIDE TO EMPLOYEE WELL-BEING



№	ACTIVITIES	☑
1	Provide adjustable chairs and desks to support proper posture.	
2	Ensure computer screens are at eye level to reduce neck strain.	
3	Position workstations near windows to maximize natural light exposure.	
4	Use curtains or blinds to control glare.	
5	Ensure proper ventilation to maintain air quality.	
6	Consider air purifiers for enclosed spaces.	
7	Declutter electronic peripherals for a streamlined workspace.	
8	Encourage employees to declutter their desks regularly.	
9	Provide storage solutions to keep workspaces organized.	
10	Allow employees to personalize their workspaces with meaningful items.	
11	Create a positive and inspiring atmosphere.	
12	Maintain a comfortable temperature range in the workspace.	
13	Provide options for personal climate control if possible.	
14	Encourage short breaks for stretching or walking.	
15	Consider standing desks to reduce prolonged sitting.	
16	Create designated spaces for relaxation and informal meetings.	
17	Provide comfortable seating for breaks.	
18	Designate quiet zones for mindfulness practices.	
19	Provide resources for meditation or relaxation techniques.	
20	Offer stress management workshops or resources.	