

Workstation Evaluation Checklist



The following computer workstation checklist will help you to identify some important risk factors that can contribute to work-related discomfort or problems. Complete this checklist to determine if your workstation is properly designed for your work tasks. Contact your supervisor if you need assistance.

Date: _____

Name & Job Title: _____

Please Print

Department: _____

Telephone: _____

Supervisor: _____

Telephone: _____

| POSTURE | YES | NO |
|--|-----|----|
| Is your head in an up right position when you view documents or your computer screen? | | |
| Are your shoulders in a relaxed position when you place your hands on the keyboard? | | |
| Are your arms close by your side in a relaxed and comfortable position when you use the keyboard or mouse? | | |
| Are your elbows bent at a 100-110 degree angle when you use the keyboard or mouse? | | |

| KEYBOARD AND MOUSE | YES | NO |
|---|-----|----|
| Are the home row keys on your keyboard positioned directly in center front of your trunk? | | |
| Are the keyboard height and slope both easily adjusted? | | |
| Is your mouse within close reach and at the same level as your keyboard? | | |
| Are the keyboard and mouse within close reach? | | |

| CHAIR | YES | NO |
|---|-----|----|
| Is the height of your chair adjusted so that your feet are positioned flat on the floor or on a footrest? | | |
| Are your hips as far back in the chair as possible so that your back is touching the chair back? | | |
| Does the back of your chair support your lower back? | | |
| Is the chair backrest height adjusted to provide maximum support for your back? | | |
| Is the size of your seat long and wide enough to support your hips and thighs? | | |
| If you have armrests, do they allow you to rest your arms comfortably? | | |

| COMPUTER SCREEN | YES | NO |
|---|------------|-----------|
| Is the top of the screen slightly below eye level? | | |
| Is your computer screen at a proper tilt and height to allow you to view it without raising or lowering you chin? | | |
| Are you sitting directly in front of your computer screen? | | |
| Is the computer screen at approximately arm's length reach away from you (18-30 inches)? | | |
| Are your source documents positioned on a stand placed between the monitor and keyboard? | | |

| LIGHTING | YES | NO |
|--|------------|-----------|
| Is there sufficient light for you to complete reading tasks without straining your eyes? | | |
| Is there sufficient lighting without glare on the screen from windows, lights, and surfaces? | | |

| WORK TECHNIQUES | YES | NO |
|---|------------|-----------|
| Are your shoulders relaxed when keying and using the mouse? | | |
| Are your elbows positioned close to your side when keying or using the mouse? | | |
| Are fingers and wrists in neutral or straight alignment when typing (not turning side to side or going up or down)? | | |
| Are you hitting the keyboard keys with as light a force as possible when keying? | | |
| Are you holding your mouse loosely with your hand and fingers in a relaxed position when moving the mouse around the screen? | | |
| Are you trying to keep your fingers relaxed when keying or using the mouse, i.e. not positioning or hovering your fingers or knuckles above the keys? | | |
| Are you avoiding awkward postures such as an extended finger or thumb when keying or using the mouse? | | |
| Do you take a brief 1-2 minute break from keying or using the mouse every 30-45 minutes? | | |
| Do you take stretch breaks intermittently throughout the day? | | |
| Do you avoid cradling the telephone between your head and shoulder when talking or listening to others? | | |
| Do you know how to adjust your chair, keyboard tray, and other workstation accessories? | | |
| Are you aware of how to report ergonomic problems and obtain help or information on ergonomics? | | |