Workstation 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 for follow-up by the SafetyWorks! Consultants if you or your supervisor need assistance.

Date: _____

Name & Job Title: _____

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?		

Please return this completed document to Mary Lee Lunt in Facilities Management (mlunt@sjcme.edu).