Computer Workstation Ergonomic Evaluation Checklist

Name:	Date:
Worksite	Job title:
Location:	Workstation location:
Supervisor:	Primary job activities:
Current musculoskeletal concerns:	
Evaluated by:	

CHAR (Sitting fully back into the chair)   (Ok = Okay   Imp = improvement)

Parameter	Description	YES	NO	ACTION
Seat height	Adjusted so feet are flat on floor or footrest with knees bent at right angles and thighs horizontal to floor.			
Back rest height	Lumbar support of chair is at correct height to support the lumbar curve			
Seat pan depth	There is about 2-4 finger widths between front edge of the seat and back on the knees			
Tilt	Seat is tilted so that hips and tops of thighs are at right angles or slightly greater			
Armrest position	Armrests are out of the way while typing but provide support when needed during other activities			

KEYBOARD AND MOUSE (should be at the same height)

Parameter	Description	YES	NO	ACTION
Keyboard/mouse height	Elbows are at 90 to 110 degrees and forearms and hands form straight lines to the keyboard			
Mouse height	Mouse is adjusted so it is close to and on the same level as the keyboard			
Keyboard to user distance	Distance allows user to relax shoulders with elbows hanging close to body			
Mouse to user distance	Mouse is directly next to the keyboard and at the same height so arm is not outstretched while mousing			
Hand posture on mouse	Base of the hand rests on the mouse. Use larger mouse or mouse mate if necessary			
Speed of the mouse	Mouse is configured to match individual needs (control panel			
Keyboard tray and mouse stage	Adjusted to allow neutral posture and minimal reaches and ease of use			

Computer Workstation Ergonomic Evaluation Checklist (Cont'd)

MONITOR

Parameter	Description	YES	NO	ACTION
Monitor height	Top of screen is at or slightly lower than eye level so that users head is straight. With bi-focal/graduated lenses, height is set to allow straight head and relaxed neck			
Screen to user distance	Viewing distance generally 18 – 33". Depending on vision, user is not jutting chin or pushing head forward or squinting to see clearly			
Monitor alignment	Monitor and keyboard are directly in front of user.			
Visual comfort of screen	Monitor is positioned to avoid glare. Usually perpendicular to bright sources or outdoor blinds			
Brightness and contrast controls	Brightness and contrast have been adjusted to make viewing easier			

WORK ENVIRONMENT AND WORK SURFACE

Parameter	Description	YES	NO	ACTION
Leg clearance at workstation	There is 2" side clearance for hips, depth allows foot and knee clearance, height is adequate			
Placement of frequently used items	Frequently used items are within easy reach			
Document placement	Document holder is present or there is space to place documents properly			
General lighting	Lighting is not too bright or dim, glare and reflections are minimal and work materials are easy to read			

WORK PRACTICES

Parameter	Description	YES	NO	ACTION
Frequency of breaks	Micro-break every 30 min of keyboarding. Get out of chair at least once per hour			
Alternate tasks	Long periods of continuous use are broken up with alternate tasks			
Keyboarding/ mousing posture	Wrists are straight, not supported on any surface while typing. Rest occasionally when not typing on sides of hands.			
Sitting posture	Upright or slightly reclined and maintaining a slight curve in lower back			
Phoning posture	Avoid tilting head/neck to cradle the phone. Uses headset if necessary. Position phone set on opposite side of writing hand.			
Reach posture	Stand to get items from overhead shelves. Avoid repetitive reaching over shoulder level			

Computer Workstation Ergonomic Evaluation Checklist (Cont'd)

Notes:

1. Ergonomic risk factors were discussed and the worker is very aware of potential ergonomic risk factors and how to prevent musculoskeletal injury and how to work in a safe and healthy manner.
2. Worker has adequate ergonomic equipment in working condition and is aware of how to make ergonomic adjustments to the equipment, as necessary, to achieve and maintain appropriate ergonomic positioning while working.

Observations and Recommendations:

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Computer Workstation Ergonomic Evaluation Checklist (Cont'd)

Please mark the area(s) with an X where discomfort was experienced within the last month.