

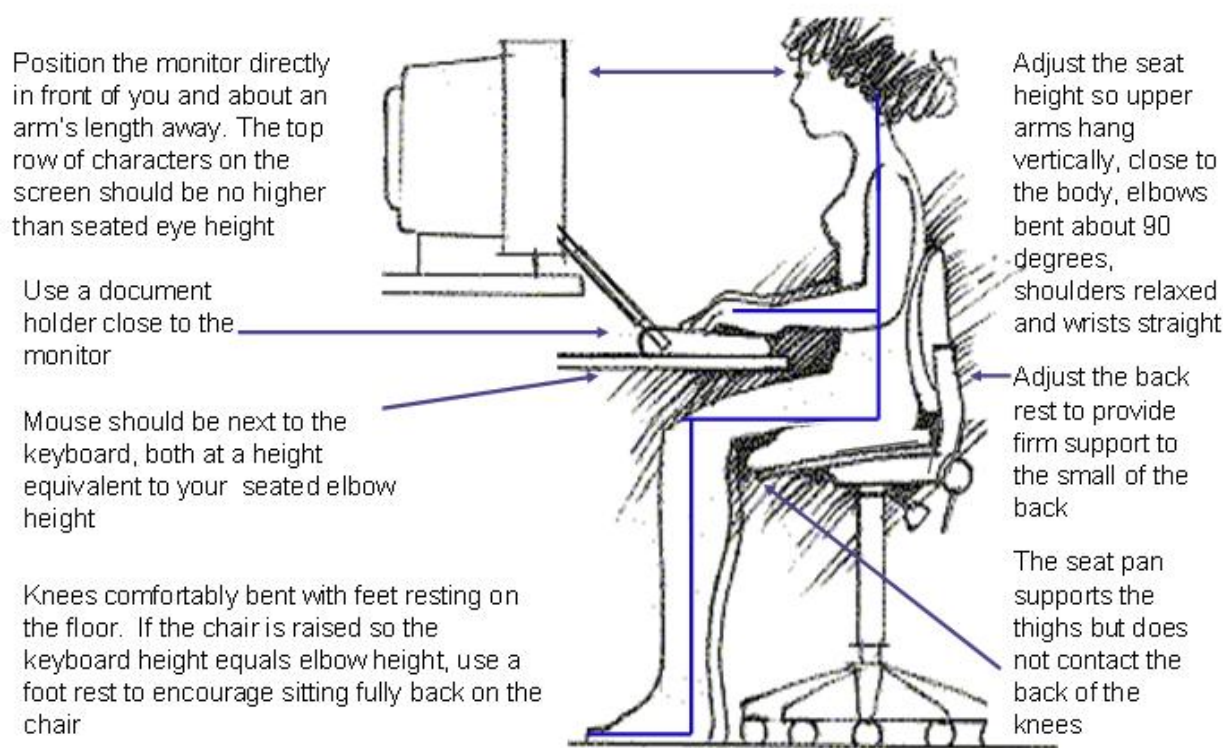
## Computer Workstation Survey Tool Instruction

Thank you for participating in an ergonomic computer workstation assessment.

Ergonomics is the science of fitting the workplace to the worker to reduce the risk of injury. In order to reduce your risk of developing Work-related Musculoskeletal Disorders (WMSDs), it is important to use your computer in a neutral posture. This will help prevent soft tissue WMSDs, such as Carpal Tunnel Syndrome and Tendonitis. The following illustration is a guide to setting up your computer workstation. The neutral posture is the optimal body position, which provides the greatest strength and control and minimizes stress. Even a neutral posture can be fatiguing if held all day, therefore micro-changes in posture and stretching are recommended (see page 2).

For more information or to report pain or discomfort you feel is associated with your job, please contact your Supervisor or Safety Officer who can refer you as needed to the Industrial Hygienist and/or Occupational Health Provider/Clinic.

# Neutral Posture for Computer Use



The information in the figure accommodates 90% of the population. Special considerations may be necessary some workers. Additional guidance can be found on the Navy Ergonomics Program Web Page <http://www.navfac.navy.mil/safety/site/ergo/ergonom.htm>

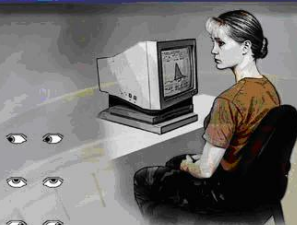
**Tip:** 1) Taking 20 second micro-breaks throughout the day to refocus your eyes will reduce fatigue at the end of the day. 20/20 rule: for every 20 minutes of work, rest the eyes 20 seconds.

(Note: Page 1 and 2 are to be left with the employee)

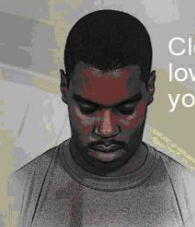
# TIME TO TAKE A COMPUTER BREAK

For every 20 minutes of computer use,  
look at an object 20 feet away for  
20 seconds. This reduces eyestrain.

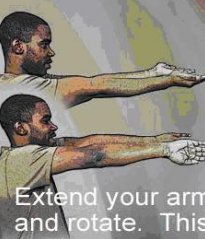
Move your eyes side-to-side and  
top to bottom. This helps moisten  
your eyes and reduces eyestrain



Close your eyes and gradually  
lower your head. This relaxes  
your eyes and neck.



Cup your eyes with your hands  
and close your eyes. Do not put  
any direct pressure on your eyes.  
This relaxes your face and  
moistens your eyes.



Extend your arms and fingers  
and rotate. This reduces stress  
on the upper extremities.

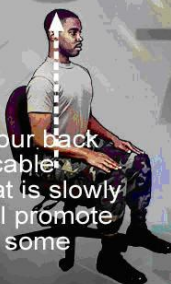
Rotate your ankle. This promotes  
blood circulation in your legs.



With your arms at your sides,  
shake your fingers. This  
relaxes your arms, hands  
and fingers.



While seated, elongate your back  
by pretending there is a cable  
attached to your head that is slowly  
pulling upwards. This will promote  
good posture and relieve some  
low back pain.



Shrug your shoulders. This eliminates  
stress from the shoulders and upper back.



Slowly pull your arms back as far as  
you can, trying to touch your shoulder  
blades together. This will reduce  
upper back stress.



## Computer Workstation Checklist

Evaluator:		Date:	
Employee Name:	Title:	Location:	Email:
Time in current position:		Phone Number:	
<b>Percent of day (or hours per day) spent performing the following tasks:</b>		Computer - Keying:	Mouse, Track ball:
Hours worked per week?	Is the workstation shared? Y/N	Telephone:	Writing: Other tasks:
Pain or discomfort, documented injuries, risk factors, etc:			

*If the answer is **NO** to any of the following questions, there is a potential problem*

Y	N	Minimum and maximum recommendations accommodate 90% of the population. Special considerations may be necessary for the extremes and users with special medical conditions	Possible Solutions Check if recommended
<b>Work Chair</b>			
		<b>Seat Height</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Do the user's feet rest comfortably on the floor or a footrest with thighs parallel to the floor and hips at a height equal to or slightly above knee height? <i>Action:</i> If the workstation height is adjustable - adjust the chair so the user's feet rest comfortably on the floor/footrest. If the workstation is not adjustable raise the user to the keyboard height (refer to keyboard section) and use a footrest to encourage sitting back in the chair.	Footrest
		<b>Seat Pan</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Does the seat pan support the thighs? The user should be able to fit two fingers between the backs of the knees and the edge of the seat. The seat pan should not be significantly shorter or longer than the length of the thighs. <i>Action:</i> Adjust seat pan and/or adjust backrest. (Fixed seat pan maximum length 16.9")	Footrest Lumbar support Different chair
<input type="checkbox"/>	<input type="checkbox"/>	Does the seat pan cushion have a rounded front edge?	Different chair
<input type="checkbox"/>	<input type="checkbox"/>	Is the seat pan wider than the hip breadth of the user to allow space for movement and clothing? (Minimum 18")	Different chair
		<b>Backrest</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Does the backrest provide adequate lumbar support and buttocks clearance without interfering with the user's movement? The most pronounced part of the backrest should coincide with the middle of the user's lumbar area (small of the back) between 5.9" to 9.8" from the seat pan. <i>Action:</i> Adjust backrest.	Lumbar Support
<input type="checkbox"/>	<input type="checkbox"/>	Is the backrest wide and high enough to support the torso? (Minimum 14.2" W x 12.2" H)	Different chair
		<b>Armrests</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Does the backrest provide adequate lumbar support and buttocks clearance without interfering with the user's movement? The most pronounced part of the backrest should coincide with the middle of the user's lumbar area (small of the back) between 5.9" to 9.8" from the seat pan. <i>Action:</i> Adjust backrest.	
<input type="checkbox"/>	<input type="checkbox"/>	Do the armrests adjust to a width that comfortably fits the user's hips and allow the user to easily exit/enter a chair and perform his/her task? (Minimum separation 18") <i>Action:</i> Adjust armrests or remove if necessary.	
		<b>Miscellaneous</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Does the chair have a stable base supported by five legs with casters and swivel 360 degrees?	Different chair
<input type="checkbox"/>	<input type="checkbox"/>	Does the chair roll easily (casters appropriate for the floor surface)?	Chair mat Different casters



Y	N	Minimum and maximum recommendations accommodate 90% of the population. Special considerations may be necessary for the extremes and users with special medical conditions	Possible Solutions Check if recommended
<b>Work Surface</b>			
<input type="checkbox"/>	<input type="checkbox"/>	Is there adequate clearance beneath the workstation for the user to get close enough to the task, maintain freedom of movement, and not come into contact with obstructions such as table legs, filing cabinets, etc? (Height clearance for legs minimum 25", depth clearance for knees minimum 17") <i>Action:</i> Rearrange workstation, remove clutter/obstructions.	Different work surface Raise or lower work surface
<input type="checkbox"/>	<input type="checkbox"/>	Are the computer monitor and keyboard in alignment with (directly in front of) the user? <i>Action:</i> Rearrange workstation.	
<input type="checkbox"/>	<input type="checkbox"/>	Is the work surface with the keyboard positioned at seated elbow height? Seated elbow height is measured with the feet resting comfortably on the floor (or a footrest) and the back positioned against the backrest. The upper arms are close to the sides with elbows at a 90° angle. The seated elbow height is the distance from the floor to the bony protrusion on the elbow. <i>Action:</i> Adjust work surface, keyboard tray, or chair. If feasible, reposition a portion of the work surface used exclusively for computer tasks.	Height adjustable keyboard tray Leg lifters for desk Different work surface
<input type="checkbox"/>	<input type="checkbox"/>	Is the mouse or other input device located at the same height as the keyboard (at elbow height) within close reach? When keying or using the mouse, the upper arms should be close to the body, elbows approximately 90 degrees with forearms parallel to the floor and wrists straight.	Mouse bridge or platform Keyboard tray Alternative or wireless pointing device
<input type="checkbox"/>	<input type="checkbox"/>	Are frequently used support equipment / materials (telephone, documents, references) within 14" to 18" with occasionally used items within 22" to 26"? Two-handed reach distances are shorter than single-handed reaches and reaches for items over 10 lbs. should be performed standing. <i>Action:</i> rearrange workstation.	
<b>Monitor</b>			
<input type="checkbox"/>	<input type="checkbox"/>	Is the monitor located about arm's length away from the user (min. 15.7")? Monitor distance depends on the user's eyesight and possible corrective vision use, and monitor depth. <i>Action:</i> Rearrange workstation.	Suggest employee see personal eye care specialist Larger work surface
<input type="checkbox"/>	<input type="checkbox"/>	Is the monitor height (measured from the top row of characters on the screen) at a height equal to or 20° below the user's seated eye height (measured from the corner of the eye when a person is looking straight ahead)? The monitor should be located so the user does not have to bend the neck back or forward to see clearly. <i>Action:</i> Elevate or lower monitor. If necessary, elevate chair and provide footrest.	Monitor risers / arm
<input type="checkbox"/>	<input type="checkbox"/>	Are the monitor images clear and stable, free of dust or glare (reflections)? <i>Action:</i> Turn off overhead lights, reposition blinds, or shield monitor to the side / top to assess glare. Rearrange workstation so that monitor is perpendicular to light source. Change lighting / blinds during the day to reduce glare.	Add task lighting Reduce overhead lighting (removing bulbs) Glare screen
<b>Accessories</b>			
<input type="checkbox"/>	<input type="checkbox"/>	Is the employee comfortable while receiving phone calls during the day, which require him/her to type or write while speaking?	Telephone headset
<input type="checkbox"/>	<input type="checkbox"/>	Does the employee type in a neutral posture without using the wrist rest? A wrist rest should be used for resting; the arms should float above the keyboard in a neutral posture (straight wrists) when typing. The keyboard should be flattened or at a negative tilt as close to the user as possible.	
<input type="checkbox"/>	<input type="checkbox"/>	If the worker references documents while typing, are they located in a holder next to, in front of, or at an equal distance to the monitor and not resting flat on the desk? Document position depends on eyesight, document and screen font, and task parameters.	Rearrange workstation Document holder
<input type="checkbox"/>	<input type="checkbox"/>	Is the worker able to get up from the computer on a regular basis (typing for less than 6 hours a day)?	Sit/stand workstation
<input type="checkbox"/>	<input type="checkbox"/>	Is the input device (mouse) appropriate for the task and is the user operating it with minimal force? Thumb operated trackballs are typically not recommended for extended daily use.	Alternative input device Input device sized to the user
<i>Workstation Sketch, Notes, Follow-up, Comments:</i>			