



Computer Workstation Ergonomic Self-Assessment

Take a few minutes to look at your workstation. By answering a few questions, you can self-assess your workstation and help to improve your working posture. If you indicate any adjustments or concerns that cannot be self-corrected with the information provided below, contact your Safety Department or Industrial Hygienist. See attachment for more information on these checks.

CHAIR	CHECK	
1. Chair is in good condition.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Chair height is adjustable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. While seated, feet rest comfortably on the floor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Front of seat pan is 2-3 finger widths from back of knees.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Back is supported.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Chair arms (if applicable) provide support and are adequately adjustable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
COMPUTER EQUIPMENT		
7. Monitor is directly in front of the user. If two monitors are used, they are set close together meeting at center front.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Top 1/3 of monitor is at or below eye level.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Desk height allows forearms to be flat or slightly downward while keying.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Keyboard is directly in front of the user.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Keyboard platform (if in use) is adjustable and wide enough for both mouse and keyboard.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Mouse or trackball is comfortable to use.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. Keyboard and mouse are next to each other on the same level.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
WORKSPACE		
14. Frequently used materials are within arm's reach.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15. Under desk is free from knee hazards.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Overhead lighting is sufficient.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17. If used, document holder is next to or in front of monitor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18. Phone is located on non-dominant side, close to the user.	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
WORK PRACTICE		
19. Task rotation is used as necessary.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20. Vision breaks/eye exercises used as necessary.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21. Stretch breaks used to reduce muscle fatigue as necessary.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
POSTURE		
22. Feet flat on floor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
23. Head looking straight forward.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24. Neutral (straight) wrists when keying and mousing.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
25. Comfortable shoulder posture.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
26. Elbows at 90-100 degree angle when keying.	<input type="checkbox"/> Yes	<input type="checkbox"/> No





Computer Workstation Ergonomic Self-Assessment Attachment

CHAIR
1. Chair should be in good working order. Most ergonomic chairs carry a 5 -10 year warranty, so contact the company with the model number to see if a broken chair can be repaired. Don't be afraid to experiment with the knobs and levers on your chair. Learn how to adjust all parts of the chair.
2. Chair height is important to adjust for different desk and employee heights.
3. If your feet are reaching for the floor, lower your chair or use a footrest.
4. The seat shouldn't be so deep that the chair is pressing into the back of your knees. Also, you don't want it to be so shallow that the seat end in the middle of your thigh. Check the seat and/or the back attachment: it is usually adjustable to make the seat fit your leg length.
5. Adequate lumbar support is essential when sitting for lengths of time. You should have support that is at a comfortable level, anywhere from the base of your spine to the curve of your low back. On many chairs, simply lifting up the seat back will adjust the back support. Lift it all the way to the top to reset the height.
6. Chair arms are optional. If you use them, make sure they are low enough to lightly support your arms. Your shoulders should be comfortably hanging, not pushed up or reaching downward.
COMPUTER EQUIPMENT
7. Keep your neck in a neutral position by keeping your monitor directly in front. Reduce repetitive neck movement by setting dual monitors close together.
8. Reduce neck extension and strain by lowering your monitor. Your eyes should look straight ahead with a straight neck posture.
9. If the keyboard is being use on a desktop, the person should be tall enough that their arms are flat when keying. If this is not the case, raise the chair, lower the desk, or install a platform.
10. Keep the keyboard in front to maintain neutral postures.
11. A variety of styles of keyboards and pointing devices (mouse, trackball, etc.) are available to make the best use of the space available on the keyboard platform. If the mouse can't be operated there, consider a trackball style that doesn't need to be moved around, or replacing the platform with one that is wider.
12. A variety of devices are available to improve comfort of repetitious device use. Palm supports, custom sizing, standard mouse, trackballs, etc. are all viable options.
13. Using the mouse in a reaching position is directly related to shoulder strain and injury. Do what you can to set these on the same level to reduce reaching stress.
WORKSPACE
14. Less frequently used materials can be slightly farther away. This reduces repetitive reaching.
15. Boxes, etc. should be removed from under computer area. Metal partitions, shelves, drawers, etc. should also be removed if they interfere with leg space.
16. Consider task lighting on the desk if necessary.
17. Try to have as little "back and forth" as possible when viewing paper documents and the computer.
18. Keep the phone on your non-dominate side to allow easier writing while talking without too much awkward neck posture.
WORK PRACTICE
19. Avoid long periods of repetitious work. Break up tasks.
20. See Eye Strain exercises on CSC Hanford Occupational Health Services website: www.hanford.gov/amh
21. See Daily Stretch exercises on CSC Hanford Occupational Health Services website: www.hanford.gov/amh