

COMPUTER WORKSTATION ERGONOMIC SELF-ASSESSMENT

Item	Y	N	If No, Action Required
Chair			
Do you have an ergonomically designed chair? <i>An ergonomically designed chair has the following features:</i>			Obtain a new ergonomically designed chair that is suitable for the user's body type. See EOHSS Computer Workstation Equipment and Furniture
◆ Five (5) legs			
◆ Non slip and moisture absorbent upholstery			
◆ Ability to swivel			
◆ Easily adjustable for seat height (16- 20.5") and angle (+/- 5 degrees)?			
◆ Height allows you to comfortably place your feet flat on the floor or a footrest			
◆ Backrest that provides adjustable lumbar support (6-10" from the seat pan; 1-2" protrusion that is adjustable)?			
◆ Seat pan lengths (15 to 17") so that the front of the seat does not press against the back of leg behind knee?			
◆ Seat has a waterfall (rounded) edge			
◆ Arm rests, if present (not required), allow you to assume a comfortable position			
Keyboard/Keyboard Tray			
Does your keyboard rest on an ergonomically designed keyboard tray? <i>An ergonomically designed keyboard tray has the following features:</i>			Obtain new keyboard tray. See EOHSS Computer Workstation Equipment and Furniture
◆ Keyboard tray is height adjustable (23-28")			
◆ Keyboard tray is angle adjustable to a negative 10° angle			
Keyboard tray is positioned directly in front of you?			Move keyboard tray so that it is directly in front of the user.
Is the keyboard at a height so that your elbows are at your side, and the forearms, wrists and hands are in a straight line approximately parallel to the floor?			Adjust height of keyboard tray
Is the keyboard tray high enough underneath so that it does not contact the top of your legs whenever you are sitting at the computer with your feet flat on the floor or on a footrest?			Adjust height of keyboard tray
Is the keyboard positioned (i.e., angled) so that key-stroking can be performed with the wrist, hands, knuckles and fingers in a relaxed, natural (neutral) position?			Adjust angle of keyboard tray

Item	Y	N	If No, Action Required
Mouse or Trackball			
Is the mouse on the work surface or keyboard tray at the same height as your keyboard and at a distance that it can be operated without reaching?			Move mouse or trackball so that it is right next to the keyboard. If there is no space, obtain new keyboard tray with mouse holder
Do your wrists and hands not rest on sharp or hard edges?			Obtain wrist rest
Monitor			
Is the top one-third of the screen is at or below eye level?			Adjust monitor up/down. Obtain riser, if necessary
Is the monitor is directly in front of you (no twisting head or neck to read the monitor)?			Move monitor so that it is directly in front of user
Can the monitor be read without bending head or neck down/back?			Adjust angle of monitor
Is your distance from the monitor approximately 18"-24" (at arm's length)?			Move monitor back/forward ; Move chair back/forward; Sit back in chair
Glare (e.g., from windows or lights), is not reflected on screen?			Cover windows; Move monitor; Obtain glare screen
Is the image on the monitor clear?			Screen adjustment
Are the words/data on the monitor big enough to be easily read?			Adjust font size
Desk and Table			
Is there enough clearance for the feet, knees, and legs relative to edge of the work surface?			
Is there enough space on the desk to hold all needed input devices (e.g., keyboards, mouse, trackball), task materials and related accessories?			Rearrange desk top
Are the input devices, primary work materials and frequently used accessories positioned in front of you on the work surface?			Rearrange items on desktop
Accessories			
If working from original documents, is a document holder provided?			Obtain document holder
Is the document holder, if provided, placed at or about the same height and distance as the monitor screen?			Position document holder at or about the same height and distance as the monitor screen
If work includes reading documents and there is not enough light to illuminate documents, low-glare task light is provided			Obtain task light
Is a telephone head set provided if you work on the computer at the same time as talking on the phone?			Provide head set
If you move around at your workstation while seated, is a chair mat provided to prevent back strain?			Obtain chair mat
Is a footrest provided, if needed?			Obtain footrest
Is the workstation organized so that frequently used items are easily accessible?			Rearrange work station

Good Working Positions

Once you have all of the proper equipment, and everything has been adjusted for you so that the workstation is ergonomically correct, make sure that you assume proper work positions:

- ◆ **Hands, wrists, and forearms** are straight, in-line and roughly parallel to the floor.
- ◆ **Head** is level or bent slightly forward, forward facing, and balanced. Generally it is in-line with the **torso**.
- ◆ **Shoulders** are relaxed and **upper arms** hang normally at the side of the body.
- ◆ **Elbows** stay in close to the body and are bent between 90 and 120 degrees.
- ◆ **Feet** are fully supported by the floor or a footrest may be used if the desk height is not adjustable.
- ◆ **Back** is fully supported with appropriate lumbar support when sitting vertical or leaning back slightly.
- ◆ **Thighs and hips** are supported by a well-padded seat and generally parallel to the floor.
- ◆ **Knees** are about the same height as the hips with the **feet** slightly forward.

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Additional Comments