Computer Workstation Evaluation Checklist

This checklist is designed to help you evaluate your computer workstation for the proper ergonomic setup.

**Chair**

A well-designed and adjusted chair improves circulation and posture and prevents back strains and fatigue. Check the following:

- Chair height adjusted with feet flat on the floor or on a footrest
- Backrest at the proper height with lumbar support properly placed
- Arm rests are adjustable or low enough so as not to interfere with mouse tasks

**Monitor**

Proper placement of the monitor will reduce risk of neck and shoulder pain. Check the following:

- Monitor placed directly in front of the keyboard
- Eyes positioned near the top 1/3 of the screen (about 10 inches lower with bifocals)

**Foot / Leg Positions**

The proper foot and leg positions help prevent stress in your neck and shoulders plus prevent cramping and stiffness in your legs. Check the following:

- Feet are flat on the floor or on a footrest
- Thighs are parallel to floor
- Knees are at 90-110 degree angle

**Keyboard / Arm and Wrist Positions**

Proper positioning of your keyboard and your arms and wrists will improve comfort and avoid injury. Check the following:

- Wrists are relaxed and straight (neutral) while on the keyboard
- Arms are close to body with elbows at 90-degree angle
- Wrist/forearms are parallel to floor
- Mouse is at same level as keyboard and within easy reach
## Workstation

A well-designed and arranged workstation encourages good posture and provides less stress on the body. Check the following:

- Materials used most often are arranged within easy reach
- Document holder is at same height and distance as the display screen
- Telephone headset or speakerphone used if needed
- Storage drawers located under desk/table do not restrict knee clearance

## Lighting/Glare Reduction

Proper lighting and glare reduction will reduce the strain on your eyes. Check the following:

- Indirect or shielded lighting used to reduce reflections and glare
- Window blinds or drapes are adjusted or closed when needed
- Face of display screen is at right (90 degree) angles to windows
- Task lighting or desk lamp adjusted to avoid glare and reflections

## Equipment to Consider:

- Adjustable keyboard trays allow proper height adjustment for a number of users
- Wrist/mouse rests help keep the hands and wrists in a neutral position
- Task light/desk lamp can add additional light during shorter days in the winter season
- Lumbar support – chairs with none are often to blame for back discomfort
- Telephone headset or speakerphone can reduce cradling the phone during lengthy calls