

eTools


Computer Workstations eTool

Checklists » Evaluation


This checklist can help you create a safe and comfortable computer workstation. You can also use it in conjunction with the purchasing guide checklist. A "no" response indicates that a problem may exist. Refer to the appropriate section of the eTool for assistance and ideas about how to analyze and control the problem.

 **WORKING POSTURES** - The workstation is designed or arranged for doing computer tasks so it allows your...

1. **Head and neck** to be upright, or in-line with the torso (not bent down/back). If "no" refer to Monitors, Chairs and Work Surfaces.
☐ Yes ☐ No
2. **Head, neck, and trunk** to face forward (not twisted). If "no" refer to Monitors or Chairs.
☐ Yes ☐ No
3. **Trunk** to be perpendicular to floor (may lean back into backrest but not forward). If "no" refer to Chairs or Monitors.
☐ Yes ☐ No
4. **Shoulders and upper arms** to be in-line with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward). If "no" refer to Chairs.
☐ Yes ☐ No
5. **Upper arms and elbows** to be close to the body (not extended outward). If "no" refer to Chairs, Work Surfaces, Keyboards, and Pointers.
☐ Yes ☐ No
6. **Forearms, wrists, and hands** to be straight and in-line (forearm at about 90 degrees to the upper arm). If "no" refer to Chairs, Keyboards, Pointers.
☐ Yes ☐ No
7. **Wrists and hands** to be straight (not bent up/down or sideways toward the little finger). If "no" refer to Keyboards, or Pointers.
☐ Yes ☐ No
8. **Thighs** to be parallel to the floor and the **lower legs** to be perpendicular to floor (thighs may be slightly elevated above knees). If "no" refer to Chairs or Work Surfaces.
☐ Yes ☐ No
9. **Feet** rest flat on the floor or are supported by a stable footrest. If "no" refer to Chairs, Work Surfaces.
☐ Yes ☐ No


 **SEATING** - Consider these points when evaluating the chair...

1. **Backrest** provides support for your lower back (lumbar area).
☐ Yes ☐ No
2. **Seat width and depth** accommodate the specific user (seat pan not too big/small).
☐ Yes ☐ No

 **MONITOR** - Consider these points when evaluating the monitor. The monitor is designed or arranged for computer tasks so the...

1. **Top** of the screen is at or below eye level so you can read it without bending your head or neck down/back.
☐ Yes ☐ No
2. **User with bifocals/trifocals** can read the screen without bending the head or neck backward.
☐ Yes ☐ No
3. **Monitor distance** allows you to read the screen without leaning your head, neck or trunk forward/backward.
☐ Yes ☐ No
4. **Monitor position** is directly in front of you so you don't have to twist your head or neck.
☐ Yes ☐ No
5. **Glare** (for example, from windows, lights) is not reflected on your screen which can cause you to assume an awkward posture to clearly see information on your screen.
☐ Yes ☐ No

"No" answers to any of these questions should prompt a review of Monitors or Lighting/Glare.

 **WORK AREA** - Consider these points when evaluating the desk and workstation. The work area is designed or arranged for doing computer tasks so the...


1. **Thighs** have sufficient clearance space between the top of the thighs and your computer table/keyboard platform (thighs are not trapped).
☐ Yes ☐ No
2. **Legs and feet** have sufficient clearance space under the work surface so you are able to get close enough to the keyboard/input device.
☐ Yes ☐ No

 **ACCESSORIES** - Check to see if the...

1. **Document holder**, if provided, is stable and large enough to hold documents.
☐ Yes ☐ No
2. **Document holder**, if provided, is placed at about the same height and distance as the monitor screen so there is little head movement, or need to re-focus, when you look from the document to the screen.
☐ Yes ☐ No

3. **Seat front** does not press against the back of your knees and lower legs (seat pan not too long).
☐ Yes ☐ No
4. **Seat** has cushioning and is rounded with a "waterfall" front (no sharp edge).
☐ Yes ☐ No
5. **Armrests**, if used, support both forearms while you perform computer tasks and they do not interfere with movement.
☐ Yes ☐ No

"No" answers to any of these questions should prompt a review of Chairs.

 **KEYBOARD/INPUT DEVICE** - Consider these points when evaluating the keyboard or pointing device. The keyboard/input device is designed or arranged for doing computer tasks so the...

1. **Keyboard/input device platform(s)** is stable and large enough to hold a keyboard and an input device.
☐ Yes ☐ No
2. **Input device** (mouse or trackball) is located right next to your keyboard so it can be operated without reaching.
☐ Yes ☐ No
3. **Input device** is easy to activate and the shape/size fits your hand (not too big/small).
☐ Yes ☐ No
4. **Wrists and hands** do not rest on sharp or hard edges.
☐ Yes ☐ No

"No" answers to any of these questions should prompt a review of Keyboards, Pointers, or Wrist Rests.

3. **Wrist/palm rest**, if provided, is padded and free of sharp or square edges that push on your wrists.
☐ Yes ☐ No
4. **Wrist/palm rest**, if provided, allows you to keep your forearms, wrists, and hands straight and in-line when using the keyboard/input device.
☐ Yes ☐ No
5. **Telephone** can be used with your head upright (not bent) and your shoulders relaxed (not elevated) if you do computer tasks at the same time.
☐ Yes ☐ No

"No" answers to any of these questions should prompt a review of Work Surfaces, Document Holders, Wrist Rests or Telephones.

 **GENERAL**

1. Workstation and equipment have sufficient adjustability so you are in a safe working posture and can make occasional changes in posture while performing computer tasks.
☐ Yes ☐ No
2. Computer workstation, components and accessories are maintained in serviceable condition and function properly.
☐ Yes ☐ No
3. Computer tasks are organized in a way that allows you to vary tasks with other work activities, or to take micro-breaks or recovery pauses while at the computer workstation.
☐ Yes ☐ No

"No" answers to any of these questions should prompt a review of Chairs, Work Surfaces, or Work Processes.