

ERGONOMICS WORKSTATION EVALUATION CHECKLIST

Date:		Department:	
Name of Person Completing:			

Instructions: Select a work station with a computer, observe the person at work, and evaluate for the following:

Equipment	Yes	No	N/A
1. Chair height is adjusted so hips are even or slightly above knees.			
2. Keyboard and monitor are located directly in front of you.			
3. Keyboard height adjustment pegs are flat, not upright.			
4. Keyboard is centered with body between the "G" and "H" keys.			
5. Mouse is located adjacent to and same height as keyboard.			
6. Monitor screen height is slightly below eye level (lower for bifocal wearers).			
7. Monitor is located about an arm length away from user.			
8. Line of sight to monitor is parallel with outside windows.			
Posture			
1. Lower back is supported.			
2. Hips are bent at a 90° to 100° angle.			
3. Shoulders are relaxed.			
4. Arms form a 90° to 100° angle.			
5. Elbows are adjacent to torso.			
6. Wrists are straight or slightly bent downward.			
7. Forearms or wrists do not rest on sharp work surface edge.			
8. Feet rest flat on floor or footrest.			
9. Neck is upright and not bent laterally or turned to side.			
Helpful Hints			
1. Phone is never cradled between neck and shoulder.			
2. Use a light touch on keyboard.			
3. Use light grip on mouse with no wrist twisting.			
4. Mini-breaks are taken at least every hour of continuous computer use.			
5. Posture is changed periodically.			
6. Periodically focus on a distant object and blink frequently.			

Recommendations for Improvement: