

Appendix A

Computer Workstation Evaluation Checklist

Employee's Name: _____		Date: _____		<input type="checkbox"/> Initial <input type="checkbox"/> Follow Up	
WORKING POSTURES —The workstation is designed or arranged for doing computer tasks so it allows your:				Yes	No
1. Head and neck to be upright, or in-line with the torso (not bent down/back). If "no" check Monitors, Chairs and Work Surfaces.					
2. Head, neck, and trunk to face forward (not twisted). If "no" check Monitors or Chairs.					
3. Trunk to be perpendicular to floor (may lean back into backrest but not forward). If "no" check Chairs or Monitors.					
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" check Chair.					
5. Upper arms and elbows to be close to the body (not extended outward). If "no" check Chair, Work Surface, Keyboard, and Pointer.					
6. Forearms, wrists, and hands to be straight and in-line (forearm at about 90 degrees to the upper arm). If "no" check Chair, Keyboard, Pointer.					
7. Wrists and hands to be straight (not bent up/down or sideways toward the little finger). If "no" refer to Keyboards, or Pointers.					
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.					
9. Feet rest flat on the floor or are supported by a stable footrest. If "no" refer to Chairs, Work Surfaces.					
Notes:					
SEATING —Consider these points when evaluating the chair:				Yes	No
10. Backrest provides support for your lower back (lumbar area) and if needed, the upper back (thoracic area).					
11. Seat width and depth accommodate the specific user (seat pan not too big/small).					
12. Seat front does not press against the back of your knees and lower legs (seat pan not too long).					
13. Seat has cushioning and is rounded with a " waterfall " front (no sharp edge).					
14. Armrests , if used, support both forearms while performing computer tasks and they do not interfere with movement.					
<i>No answers to any of these questions should prompt a review of Chairs. Can the chair be adjusted to fit the client?</i>					
Notes:					
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:				Yes	No
15. Keyboard/input device platform(s) is stable and large enough to hold a keyboard and an input device .					
16. Input device (mouse or trackball) is located right next to the keyboard so it can be operated without reaching .					
17. Input device is easy to activate and the shape/size fits hand (not too big/small).					



Evaluator: _____

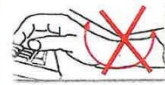
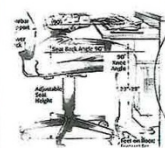
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Source: OSHA Ergonomic Solutions: Computer Workstations eTool - Evaluation Checklist

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18. Wrists and hands do not rest on sharp or hard edges.			
<i>No answers to any of these questions should prompt a review of Keyboards, Pointers, or Wrist Rests.</i>			
Notes:			
MONITOR —Consider these points when evaluating the monitor. The monitor is designed or arranged for computer tasks so the:		Yes	No
19. Top of the screen is at or below eye level so it can be read without bending the head or neck down/back.			
20. User with bifocals/trifocals can read the screen without bending the head or neck backward .			
21. Monitor distance allows for reading the screen without leaning the head, neck or trunk forward/backward.			
22. Monitor position is directly in front so there is no twisting of the head or neck.			
23. Glare (for example, from windows, lights) is not reflected on the screen which can cause one to assume an awkward posture to clearly see information on the screen.			
<i>No answers to any of these questions should prompt a review of Monitors or Workstation Environment.</i>			
Notes:			
WORK AREA —Consider these points when evaluating the desk and workstation. The work area is designed or arranged for doing computer tasks so the:		Yes	No
24. Thighs have sufficient clearance space between the top of the thighs and he computer table/keyboard platform (thighs are not trapped).			
25. Legs and feet have sufficient clearance space under the work surface. The individual is able to get close enough to the keyboard/input device.			
Notes:			
ACCESSORIES —Check to see if the:		Yes	No
26. Document holder , if provided, is stable and large enough to hold documents.			
27. 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 looking from the document to the screen.			
28. Wrist/palm rest , if provided, is padded and free of sharp or square edges that push on wrists. (Flat not rounded on top.)			
29. Wrist/palm rest , if provided, allows for keeping the forearms, wrists, and hands straight and in-line when using the keyboard/input device.			
30. Telephone can be used with the head upright (not bent) and the shoulders relaxed (not elevated) when doing computer tasks at the same time.			
<i>"No" answers to any of these questions should prompt a review of Work Surfaces, Document Holders, Wrist Rests or Telephones.</i>			



Evaluator: _____

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Notes:		
GENERAL:		
31. Workstation and equipment have sufficient adjustability to promote a safe working posture and employee can make occasional changes in posture while performing computer tasks.	Yes	No
32. Computer workstation, components and accessories are maintained in serviceable condition and function properly .		
33. Computer tasks are organized in a way that allows for varying tasks with other work activities , or to take micro-breaks or recovery pauses while at the computer workstation.		
<i>"No" answers to any of these questions should prompt a review of Chairs, Work Surfaces, or Work Processes.</i>		
Notes:		
Equipment Recommendations:		
<input type="checkbox"/> Monitor <input type="checkbox"/> Keyboard Manager <input type="checkbox"/> Ergonomic Chair <input type="checkbox"/> Document Holder <input type="checkbox"/> Keyboard <input type="checkbox"/> Mouse		
<input type="checkbox"/> Wrist/Palm Rest <input type="checkbox"/> Adjustable Footrest <input type="checkbox"/> Other:		



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