Computer Workstations Checklist

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.

WORK STATIONS - Arrange and adjust the computer workstation to promote neutral postures.	Y	N
1. Head and neck are balanced and in-line with torso (ears directly above the shoulders not bent forward or back). If "no" refer to Monitors, Chairs and Work Surfaces.		
2. Head, neck, and trunk facing forward (not twisted to view monitor/work/documents). If "no" refer to Monitors or Chairs.		
3. Torso is vertical to slightly reclined (see recommendations in Good Working Postures). If "no" refer to Chairs or Monitors.		
4. Back is fully supported by chair lumbar support. If "no" refer to Seating.		
5. Shoulders are relaxed (not elevated). Upper arms Shoulders are relaxed (not elevated). Upper arms are in-line with torso, (not elevated or stretched forward unless supported by work surface). If "no" refer to Chairs.		
6. Elbows are close to the body (not extended forward or outward unless supported by work surface or chair armrests). If "no" refer to Chairs, Work Surfaces, Keyboards, and Pointers.		
7. Forearms are approximately parallel to the floor and about 90 to 100 degrees to the upper arm. If "no" refer to Chairs, Keyboards, Pointers.		
8. Wrists and hands are straight in alignment to the forearm (not bent up/down or sideways). If "no" refer to Keyboards, or Pointers		
9. Thighs are approximately parallel to the floor (and lower legs are approximately perpendicular to floor (thighs may be slightly elevated above knees see recommendations in Good Working Posture for declined seated postures). If "no" refer to Chairs or Work Surfaces.		
10. There should be sufficient room under the work surface so thighs have clearance space between the top of the thighs and the computer table/keyboard platform (thighs are not trapped).		
11. Legs and feet have sufficient forward clearance under the work surface so the user is able to get close to the keyboard/input device.		
12. Feet rest flat on the floor or are supported by a stable footrest if the work surface cannot be adjusted. If "no" refer to Chairs, Work Surfaces.		
13. Sharp or square edges that contact hands, wrists, or forearms are padded or rounded. If "no" refer to Work Surfaces.		
SEATING - Consider these points when evaluating the chair.	Y	N
1. Backrest has height adjustability so support is provided for the lower back (lumbar area).		
2. Chair has a sturdy 5 leg base .		
3. Seat width and depth should accommodate the specific user (seat pan should be wide enough for ease of egress and deep enough to support the entire thigh but not so deep that user cannot utilize lumbar support.)		
4. Seat front does not press against the back of users knees and lower legs (seat pan not too long). Thighs do not significantly hang off the front edge of the seat. (Seat pan not too short).		
5. Seat is cushioned and rounded with a "waterfall" front (no sharp edge).		

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ACCESSORIES Y N	5. Tablets and smartphones should be used with the shoulders relaxed, arms positioned near the torso, and neck in a neutral posture without excessive neck bending to view the screen.		
	ACCESSORIES	Y	N

1. Document holder, if provided, is stable and large enough to hold documents (paper, binders, or books).		
2. Document holder, if provided, is placed at about the same height and distance as the monitor screen.		
3. Wrist/palm rest, if provided, is padded and free of sharp or square edges that contact the wrists.		
4. Wrist/palm rest, if provided, allows user you to keep your forearms, wrists, and hands straight and in-line when using the keyboard/input device. Height matches the front edge of the keyboard.		
5. Telephone is positioned close to the work to avoid excessive reaches. Generally, within 18 to 20 inches.		
6. Telephone can be used with head upright (not bent) and shoulders relaxed. If phone and computer are used at the same time, this may require the use of a headset.		
7. Headset, if used, has a comfortable fit. Not too tight, or so loose that if will not maintain its position on the users head.		
8. Footrest is provided if the feet are not flat on the floor because the keyboard and monitor do not have sufficient adjustability. If used the footrest should be angled and support both feet.		
"No" answers to any of these questions should prompt a review of Work Surfaces, Document Holders, Wrist Rests or Telephones.		
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GENERAL CONCEPTS	Y	N
GENERAL CONCEPTS 1. Workstation and equipment have sufficient adjustability so users are in a safe/supportive working posture and can easily make occasional changes in posture while performing computer tasks.	Y	N
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