

Computer Station Ergonomics Checklist

According to the Bureau of Labor Statistics, work-related musculoskeletal disorders (WMSD) are among the most prevalent lost-time injuries in almost every industry. The National Institute of Occupational Safety and Health, or NIOSH, found through their investigations that workers who perform sustained computer tasks at nonadjustable computer workstations have shown evidence of work-related musculoskeletal disorders. Please use the checklist provided to evaluate your employees' computer workstations.

Lighting and Glare	Yes	No
Can you see the reflection of windows or lights on the screen?*		
Is it very bright directly overhead?*		
Is task light available for reading documents?		
Is computer screen clean and free of flickering?		
Do the windows have shades, blinds, shutters, curtains, etc., that can be used to reduce glare?		
Chair	Yes	No
Is chair easily adjustable for seat height (16"-20.5") and angle (+/- 5 degrees)?		
Does the height allow employee to comfortably place feet flat on floor or footrest?		
Can the chair backrest be adjusted up and down?		
Does the chair have a backrest that provides adjustable lumbar support (6"-10" from the seat pan; should have 1"-2" protrusion that is adjustable)?		
Does the chair have seat pan lengths of 15"-17" with a waterfall design?		
Does the seat pan push against the back of the lower leg behind the knee?*		
Do arm rests, if present, allow employee to assume a comfortable position to: <ul style="list-style-type: none"> • relax the shoulders and arms in a position close to the body • operate the keyboard at approximately elbow height • put the hands, wrists and forearms in a straight line approximately parallel to the floor • move as close as desired to the keyboard • easily reach primary work materials and accessories 		
Does the chair have five legs and nonslip and moisture-absorbent upholstery?		
Is the chair able to be swiveled?		

Desk and Table	Yes	No
Is the topmost line of the monitor slightly below eye level when in an upright position?		
Is there enough clearance for the feet, knees and legs, relative to the edge of the work surface?		
Is there enough space on the desk to hold all needed input devices (keyboard, mouse, trackball), task materials and related accessories?		
Are the input devices, primary work materials and frequently-used accessories positioned in front of employee on the work surface?		
Keyboard/Keyboard Tray	Yes	No
Does the keyboard rest on a height-adjustable (23"-28") and slope-adjustable tray?		
Is the keyboard at a height so that elbows are at employee's side and the forearms, wrists and hands are in a straight line approximately parallel to the floor?		
Is the keyboard positioned (angled) so that keystroking can be performed with the wrists, hands, knuckles and fingers in a relaxed, natural (neutral) position?		
If present, is the keyboard tray high enough so that it does not contact the top of employee's legs when they are sitting at the computer with their feet flat on the floor or on a foot rest?		
Are input devices (mouse, trackball, etc.) positioned on the work surface at approximately the same height and distance from the keyboard?		
Computer Accessories	Yes	No
Is document holder available, if needed?		
Is the document holder positioned so that reading material is at approximately the same height and distance from employee as the computer monitor?		
Is a wrist rest with soft padding available?		
Is a foot rest available?		
If employee's job requires them to answer the telephone frequently, is a telephone headset available?		

Eye Wear	Yes	No
Are reading glasses the correct prescription for computer work?		
Is the monitor placed 18"-24" from employee's eyes?		
Is the image on the monitor clear?		
Are the words/data on the monitor big enough to be easily read?		

* A "Yes" answer is not desirable.