

## A Checklist for Computer Workstations

To evaluate your workstation, answer each question accordingly. Whenever you answer 'No', consider the statement that you responded to and try to make adjustments that provide proper positioning. In instances where you cannot make the recommended adjustments, consider these when replacing or relocating your workstation as a priority for your comfort and productivity.

<b>Keyboard Position:</b>					
1)	Upper arms hang relaxed at side during computer use.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2)	Elbow joints are at about 90 degrees.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3)	Hands are in line with forearms when using keyboard and/or mouse.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4)	Forearm is supported when using a mouse or other hand-held device.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5)	Both keyboard and mouse height allow appropriate arm postures.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Monitor Position:</b>					
6)	The top of the screen is at eye height (bifocal and trifocal wearers excepted).....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7)	Viewing distance (eyes to screen) is 15" to 29".....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8)	Monitor is centered in front of user during continuous computer use.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Seating:</b>					
9)	The seat pan height is adjustable from 16 ½" to 20" (standard seat).....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
10)	The seat pan tilt is adjustable +3 to -4 degrees.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
11)	The lumbar support height is adjustable 6" to 10" above the seat.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12)	The angle of the backrest to seat is adjustable 93 to 113 degrees.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
13)	Upper edge of backrest is 17 ½" to 21 ½" above the seat pan (standard back).....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
14)	The worker knows how to adjust chair for maximum comfort.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
15)	The thighs are roughly parallel to the floor.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
16)	Feet are flat on the floor or a footrest is provided where necessary.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Desks:</b>					
17)	Horizontal knee space is greater than 17".....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
18)	Horizontal toe space is greater than 24".....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Document Holders:</b>					
19)	An adjustable document holder is present.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
20)	The holder is large enough for documents being used.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Lighting:</b>					
21)	Lighting levels appear to fall between 300 and 500 lux.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22)	The computer screen is free of glare spots.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
23)	The worker is shielded from sources of direct glare.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
24)	The worker's line of sight is parallel to the plane of windows.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
25)	The office area is illuminated with indirect light fixtures.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
26)	Overhead light fixtures are fitted with parabolic filters if appropriate.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
27)	The workstation is located between rows of overhead lights.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
28)	The worker is provided with an adjustable task light (if required).....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Task Design:</b>					
29)	The worker is encouraged to take frequent breaks (ie. 5 min. every hour away from keyboarding during prolonged computer use.....	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Excerpt from the Ministry of Labour's Health and Safety Guideline "Computer Workstations: Layout and Lighting". [http://www.labour.gov.on.ca/english/hs/guidelines/comp\\_erg/index.html](http://www.labour.gov.on.ca/english/hs/guidelines/comp_erg/index.html)