Computer Workstation Self-Inspection Checklist

The purpose of this checklist is to provide you with information for setting up your computer workstation to reduce awkward postures, promote comfort, reduce the risk of injury and improve satisfaction with your work and work space. Mark a √ in the designated column to remember which items you have already looked at and note any changes you made in the "Actions Taken" column. If you are unable to make some changes, you can provide an explanation on the last page of this form. Please share the information from this inspection with your direct supervisor.

Name: _____ **Work Phone:** _____ **Date:**_____ **Job Class.#:** _____

Department: _____ **Work Location:** _____

	WHAT TO CHECK	ADJUSTMENT GUIDELINES	√	COMMENTS	ACTIONS TAKEN
	CHAIR	**First take time to learn how to use all of the adjustments on your chair.**			
1	**Seat height**	* Adjust seat height so that feet are flat on the ground or on a foot rest. The angle created by your body and thighs should be 90 degrees or greater		Foot supports can be used if the chair height cannot be lowered due to limitations of the chair or positioning of the keyboard. Foot rests can be made from phone books, boxes or a shelf	
2	**Backrest height**	* Place the curved portion of the backrest in alignment with the curve in your lower back (lumbar area).		If your chair does not provide good lower back support, try adding a lumbar cushion. Inexpensive lumbar cushions include using a rolled up towel, small pillow or even rolled up bubble wrap from packaging.	
3	**Backrest**	* Position so that you have good support when performing keyboard work. Your legs and torso should create an angle that is greater than 90 degrees.		You should be able to relax your lower back against the backrest when seated firmly back in the chair.	
4	**Leg comfort**	* Check to see if you have space between the back of your knees and the front edge of your chair. The chair edge should not interfere with your lower leg position. If the seat edge touches the back of your leg or knees, try lowering the chair slightly or raising legs with a footrest		Using a back cushion will also help you sit forward in your chair.	
5	**Posture**	* If your chair has other adjustments (seat tilt, arm rests etc.) experiment to find the most comfortable settings for your job task.			

WHAT TO CHECK		ADJUSTMENT GUIDELINES	√	COMMENTS	ACTIONS TAKEN
6	**Other chair adjustments**	* Change your posture frequently during the day. Minor chair adjustments can relieve some muscle stress and stiffness.			
KEYBOARD					
7	**Keyboard height**	* The keyboard height should be adjusted at about seated elbow height. Your wrists should be straight (neutral position). Shoulders and elbows should be relaxed. * Work with your body close to your keyboard to avoid awkward shoulder and arm postures caused by reaching infront of your body. Try to keep elbows close to your body and in vertical alignment with your shoulders (avoid "chicken wings" postures).		If you have an adjustable height/angle keyboard support, learn how to use the adjustment features. If your keyboard is on a table that cannot be adjusted, you will need to raise your chair and may need a footrest so you have a stable location to support your legs and feet.	
8	**Keyboard angle**	* Adjust the keyboard angle to promote straight wrists. For some people, this means a flat or slightly negatively tilted keyboard.		Keyboard angle can be adjusted by using the "legs" located under the keyboard (positive tilt only) or by adjusting the tilt mechanism on an adjustable keyboard support.	
9	**Arm rests and keyboards**	* If you rest your elbows on chair arm rests, make sure that the arm position has a positive influence on your posture. If possible, adjust the arm rest height to promote relaxed elbow and shoulder positions.		Chairs with arms may promote bad postures by preventing you from moving close to the keyboard. The arms may be too wide/low/high, causing you to maintain a bad posture to reach. It may be better to remove the chair arms or make changes like adding supports to raise the chair arm height.	
MOUSE					
10	**Mouse position**	* Position your mouse at the same level and as close as possible to your keyboard to prevent excessive reaches. * Try alternating use of the mouse with your left hand or try alternative input device, such as trackball or touchpad * Use a mouse support platform such as a mouse bridge.		If you have a keyboard platform that is not wide enough for the mouse, you may need to replace the platform, try a mouse bridge, or use a different style of mouse or keyboard.	

MONITOR					
11	**Monitor height**	* The top of your monitor should be at or below eye level (unless you are a bifocal wearer) when you are seated to prevent bent neck or shoulder postures. * Adjusting the monitor height may require removing the CPU (central processing unit) and placing it to the side of the monitor or beneath the desk.		Have someone help you determine if the monitor is correctly placed. Inexpensive ideas for adjusting monitor height include using phone books or paper reams. *If you are a bifocal or trifocal wearer, lower the monitor until the bifocal correction works comfortably without tilting your head backwards.*	
12	**Monitor distance**	* The distance from your eyes to the monitor is usually in the range between 18 and 36 inches. The exact distance will depend on what is a comfortable for you.		If your monitor is outside of this range, check to see if there are other factors that are influencing the monitor location.	
COPY HOLDERS		* Documents that you need to view while typing should be placed near the monitor screen. The copy holder can be slightly below or to the side of the screen.		Select a copy holder that is appropriate for the size of your documents, the frequency that you need to touch the documents and whether you need to make notations on the documents while typing.	
13	**Placement**				
WRIST RESTS MOUSE PADS					
14	**Reduce pressure against hard surfaces**	* Use a wrist rest and or mouse pad to reduce pressure on the wrist and to improve wrist posture. These devices are helpful if your wrists tend to bend downward when you key and/or your wrists rest on a hard or sharp surface like the desk top or edge.		Wrist rests should be slightly curved, cushioned and covered with a smooth material that minimizes friction. Do not plant your wrists on the wrist rest while typing because doing so will cause awkward wrist postures. Never rest your wrists on a hard or sharp edged surface.	

LIGHTING					
15	**Screen orientation** **Glare screens** **Task lighting**	* Task lighting that highlights your document, not your screen, can improve visual comfort. * If you have glare or reflection on your screen, try to orient your monitor so that it is perpendicular to the light source and/or try using a glare screen. If the glare is caused by over head lighting, adjust the tilt of your screen so that it is neutral or slightly tilted downward. * Close blinds are shades to eliminate outdoor light reflections and reduce background lighting		Try adjusting the contrast and brightness levels on your monitor to find the setting that gives you the best visual comfort. Clean your monitor screen frequently with appropriate cleaners to improve character resolution and clarity.	
OTHER					
16	**Contact lenses**	* People who wear contact lenses while working at a computer may experience some eye dryness. Eye drops can be used to relieve eye dryness and irritation or glasses can be worn when working on the computer.			
17	**Clearances**	* Make sure that there is adequate clearance under your desk for your feet, knees and the chair legs.			
18	**Breaks**	* It is very important to take frequent, alternative work breaks after working at your computer continuously for more than an hour at a time.		Take breaks <u>before</u> you start to feel tired. Alternative breaks of 1-2 minutes for every hour of computer use will help prevent fatigue and reduce visual and muscular stress	
19	**Exercise and stretching**	* Perform periodic stretching and exercises to relieve stress when working at a computer or sitting for a prolonged period of time.			
20	**Work area organization**	* Place most commonly used items, such as adding machines, pens, staplers and resource documents within an easy, comfortable reach.		Always turn your body completely to face the material you are reaching for instead of twisting your torso or using extended reaches to get items	

Computer Workstation Inspection Checklist

Name: _____

Comments:

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