

## ERGONOMIC SELF-INSPECTION CHECKLIST

### *Computer Workstations*

#### **Work posture**

- Are head and neck upright or in line with the torso (not bent down or back)?
- Are head, neck, and trunk face forward (not twisted)?
- Is the trunk perpendicular to the floor (may lean back into backrest but not forward)?
- Are shoulders and upper arms in line with the torso, perpendicular to the floor, and relaxed?
- Are upper arms and elbows close to the body (not extended outward)?
- Are forearms, wrists, and hands straight and in line?
- Are wrists and hands straight (not bent up, down, or sideways)?
- Are thighs parallel to the floor and the lower legs are roughly perpendicular to floor?
- Are feet resting flat on the floor or supported by a stable footrest?
- Do computer users alternate computer tasks and other activities or take short breaks to reduce fatigue?

#### **Chair**

- Does the backrest support the lower back (lumbar area)?
- Does the depth and width of the seat pan accommodate the user (seat pan not too big or small)?
- Is there a space between the seat pan and the back of the knees and lower legs (seat pan not too long)?
- Is the seat pan cushioned and rounded with a “waterfall” front (no sharp edges)?
- Do armrests, if used, support the forearms and do not restrict movement?

#### **Keyboard and pointing device**

- Is the keyboard platform stable and large enough to hold a keyboard and a pointing device?
- Is the pointing device next to the keyboard so it can be operated without reaching?
- Is the pointing device easy to activate and fits the hand comfortably?

- Do the wrists and hands rest on surfaces that are not sharp or hard?

### **Monitor**

- Is the top of the screen at or below eye level so that it can be read without bending the neck?
- Can those who wear bifocal or trifocal lenses read the screen without bending their necks?
- Does the monitor distance allow one to read the screen without leaning forward or backward?
- Is the monitor directly in front of the user?
- Is the screen free from glare from windows or other light sources?

### **Desk or other work surface**

- Is there enough space between the top of the user's thighs and the work surface or keyboard platform so that the thighs aren't trapped?
- Is there enough space under the work surface for the legs and feet so that the user can get close enough to the keyboard to type comfortably?

### **Accessories**

- Is the document holder stable and large enough to hold documents?
- Is the document holder about the same height and distance from the user as the monitor screen?
- are palm rests padded and free of sharp or square edges?
- Do palm rests allow the forearms, wrists, and hands to remain in a straight line?
- Can a telephone be used with the head upright (not bent) and the shoulders relaxed?