



## eTools

# Computer Workstations eTool

## Checklists » Evaluation

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.

**WORKING POSTURES** - The workstation is designed or arranged for doing computer tasks so it allows your...

1. **Head** and **neck** to be upright, or in-line with the torso (not bent down/back). If "no" refer to Monitors, Chairs and Work Surfaces.  
 Yes  No
2. **Head, neck, and trunk** to face forward (not twisted). If "no" refer to Monitors or Chairs.  
 Yes  No
3. **Trunk** to be perpendicular to floor (may lean back into backrest but not forward). If "no" refer to Chairs or Monitors.  
 Yes  No
4. **Shoulders** and **upper arms** to be in-line with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward). If "no" refer to Chairs.  
 Yes  No
5. **Upper arms** and **elbows** to be close to the body (not extended outward). If "no" refer to Chairs, Work Surfaces, Keyboards, and Pointers.  
 Yes  No
6. **Forearms, wrists, and hands** to be straight and in-line (forearm at about 90 degrees to the upper arm). If "no" refer to Chairs, Keyboards, Pointers.  
 Yes  No
7. **Wrists and hands** to be straight (not bent up/down or sideways toward the little finger). If "no" refer to Keyboards, or Pointers.  
 Yes  No
8. **Thighs** to be parallel to the floor and the **lower legs** to be perpendicular to floor (thighs may be slightly elevated above knees). If "no" refer to Chairs or Work Surfaces.  
 Yes  No
9. **Feet** rest flat on the floor or are supported by a stable footrest. If "no" refer to Chairs, Work Surfaces.  
 Yes  No

**SEATING** - Consider these points when evaluating the chair...

1. **Backrest** provides support for your lower back (lumbar area).  
 Yes  No

**MONITOR** - Consider these points when evaluating the monitor. The monitor is designed or arranged for computer tasks so the...

1. **Top** of the screen is at or below eye level so you can read it without bending your head or neck down/back.  
 Yes  No
2. **User with bifocals/trifocals** can read the screen without bending the head or neck backward.  
 Yes  No
3. **Monitor distance** allows you to read the screen without leaning your head, neck or trunk forward/backward.  
 Yes  No
4. **Monitor position** is directly in front of you so you don't have to twist your head or neck.  
 Yes  No
5. **Glare** (for example, from windows, lights) is not reflected on your screen which can cause you to assume an awkward posture to clearly see information on your screen.  
 Yes  No

"No" answers to any of these questions should prompt a review of Monitors or Lighting/Glare.

**WORK AREA** - Consider these points when evaluating the desk and workstation. The work area is designed or arranged for doing computer tasks so the...


1. **Thighs** have sufficient clearance space between the top of the thighs and your computer table/keyboard platform (thighs are not trapped).  
 Yes  No
2. **Legs and feet** have sufficient clearance space under the work surface so you are able to get close enough to the keyboard/input device.  
 Yes  No

**ACCESSORIES** - Check to see if the...

1. **Document holder**, if provided, is stable and large enough to hold documents.  
 Yes  No
2. **Document holder**, if provided, is placed at about the same height and distance as the monitor screen so there is little

2. **Seat width** and **depth** accommodate the specific user (seat pan not too big/small).  
 Yes     No
3. **Seat front** does not press against the back of your knees and lower legs (seat pan not too long).  
 Yes     No
4. **Seat** has cushioning and is rounded with a "waterfall" front (no sharp edge).  
 Yes     No
5. **Armrests**, if used, support both forearms while you perform computer tasks and they do not interfere with movement.  
 Yes     No

"No" answers to any of these questions should prompt a review of Chairs.

 **KEYBOARD/INPUT DEVICE** - Consider these points when evaluating the keyboard or pointing device. The keyboard/input device is designed or arranged for doing computer tasks so the...

1. **Keyboard/input device platform(s)** is stable and large enough to hold a keyboard and an input device.  
 Yes     No
2. **Input device** (mouse or trackball) is located right next to your keyboard so it can be operated without reaching.  
 Yes     No
3. **Input device** is easy to activate and the shape/size fits your hand (not too big/small).  
 Yes     No
4. **Wrists** and **hands** do not rest on sharp or hard edges.  
 Yes     No

"No" answers to any of these questions should prompt a review of Keyboards, Pointers, or Wrist Rests.

head movement, or need to re-focus, when you look from the document to the screen.

- Yes     No
3. **Wrist/palm rest**, if provided, is padded and free of sharp or square edges that push on your wrists.  
 Yes     No
4. **Wrist/palm rest**, if provided, allows you to keep your forearms, wrists, and hands straight and in-line when using the keyboard/input device.  
 Yes     No
5. **Telephone** can be used with your head upright (not bent) and your shoulders relaxed (not elevated) if you do computer tasks at the same time.  
 Yes     No

"No" answers to any of these questions should prompt a review of Work Surfaces, Document Holders, Wrist Rests or Telephones.

 **GENERAL**

1. Workstation and equipment have sufficient adjustability so you are in a safe working posture and can make occasional changes in posture while performing computer tasks.  
 Yes     No
2. Computer workstation, components and accessories are maintained in serviceable condition and function properly.  
 Yes     No
3. Computer tasks are organized in a way that allows you to vary tasks with other work activities, or to take micro-breaks or recovery pauses while at the computer workstation.  
 Yes     No

"No" answers to any of these questions should prompt a review of Chairs, Work Surfaces, or Work Processes.