


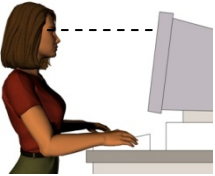



Computer Workstation Ergonomics Checklist

Chair	Response	Suggestions for “No” Responses
1. Familiar with all chair adjustments	<input type="checkbox"/> Yes <input type="checkbox"/> No	Try all adjustments to increase comfort. Locate user manual or check the web site of the chair manufacturer
2. Height is appropriate - feet are flat on the floor and thighs are somewhat parallel to the ground 	<input type="checkbox"/> Yes <input type="checkbox"/> No	Raise or lower the chair so that hip, knees, thighs and feet are properly positioned If feet cannot be placed flat on the floor a footrest may be required
3. The low back is supported by the back of the chair	<input type="checkbox"/> Yes <input type="checkbox"/> No	Check to see if the backrest can be raised up or down so that the low back has sufficient support.
4. Seat depth is adequate such that there is a little space between the calf and the seat	<input type="checkbox"/> Yes <input type="checkbox"/> No	Check to see if the seat will slide in/out or the back will move in/out
5. Armrests can be adjusted so they are not in the way when keying	<input type="checkbox"/> Yes <input type="checkbox"/> No	Check to see if the arms can be lowered or moved out of the way while keying
6. Casters are appropriate for the flooring (ie rubber casters for vinyl, concrete/hard wood floors)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact the chair vendor to replace the casters

Keyboard/Mouse	Response	Suggestions for “No” Responses
<p>1. Keyboard and mouse height are about the same height as the elbows</p> 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Adjust the keyboard and mouse if on a tray to match elbow height or Adjust the chair so elbow height matches keyboard and mouse height (a footrest may be required to support the feet with chair raised)</p>
<p>2. Keyboard and mouse are positioned directly in front of the body</p> 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Consider moving the computer or changing workstation configuration so that keyboard, monitor, and mouse are directly in front of the body</p>
<p>3. Mouse is as close to the keyboard as possible</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Consider using a keyboard tray with room for the mouse or use a mouse bridge</p>
<p>4. Wrist rest is used only for resting palms of hands and is not used while keying</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Remove the wrist rest and move keyboard to the edge of the work surface</p>

Monitor:	Response	Suggestions for “No” Responses
<p>1. Top of screen is about the same height as the eyes</p> 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If the monitor adjusts - raise or lower it</p> <p>If the monitor does not adjust - raise by adding phone books, paper reams, or monitor risers - lower by removing items beneath the monitor</p> <p>* Note if wearing bifocals, the monitor should instead be as low as possible</p>
<p>2. Screen is about an arm’s length away</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Move monitor closer or Push monitor further back</p>
<p>3. Monitor is positioned directly in front of the individual</p> 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Position monitor directly in front</p> <p>Consider the use of a flat screen if space constraints do not allow proper monitor placement</p>
<p>4. Monitor is positioned so that it does not face or back up to a window</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Move monitor so that it is angled 90 degrees from windows</p>
<p>5. The screen is clean</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Periodically use a screen cleaner</p>

Miscellaneous	Response	Suggestions for “No” Responses
1. Frequently used items (phone, calculator, reference books) are within easy reach	<input type="checkbox"/> Yes <input type="checkbox"/> No	Move items so they are closer, request longer cords if this limits movement
2. Lighting is sufficient (low lighting in computer areas, brighter light for documents)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reduce overhead lighting and supplement with small task lights

NOTE: You should follow up on all “No” responses. Please contact the Duke Ergonomics Division for assistance if necessary at ergonomics@mc.duke.edu, or 668-ERGO.

*Adapted from the NREL ES and H Ergonomic Workstation Evaluation Checklist

Comments: