Computer Workstation Checklist

Date ____/____/________               Company/Plant _______________________________________
Dept ____________________________              Job Name ____________________________________________
Workstation Name/# _______________________________       Evaluator ____________________________

“No” responses indicate potential problem areas that should receive further investigation.

1. Does the workstation ensure proper worker postures, such as:
   - horizontal thighs (when seated)?
     - Yes    - No    - N/A
   - vertical lower legs?
     - Yes    - No
   - feet flat on floor or footrest?
     - Yes    - No
   - straight wrists?
     - Yes    - No

2. Does the chair …
   - … adjust easily?
     - Yes    - No    - N/A
   - … have a padded seat with a rounded front?
     - Yes    - No    - N/A
   - … have an adjustable backrest?
     - Yes    - No    - N/A
   - … have adjustable arm rests?
     - Yes    - No    - N/A
   - … provide lumbar support?
     - Yes    - No    - N/A
   - … have casters?
     - Yes    - No    - N/A

3. Is the height of the keyboard surface adjustable?
   - Yes    - No

4. Is the tilt of the keyboard surface adjustable?
   - Yes    - No

5. Is the keyboard detachable from the screen? (e.g., notebook computer)
   - Yes    - No

6. Is an adjustable document holder used?
   - Yes    - No

7. Is screen glare avoided?
   - Yes    - No

8. Does the monitor have brightness and contrast controls?
   - Yes    - No

9. Do workers judge the viewing distance between eyes and screen to be satisfactory?
   - Yes    - No

10. Is there sufficient space for knees and feet?
    - Yes    - No

11. Can the workstation be used for either right- or left-handed activity?
    - Yes    - No

12. Do workers take adequate rest breaks?
    - Yes    - No

13. Is job rotation available for workers?
    - Yes    - No

14. Can the task(s) be done at the workers’ own pace?
    - Yes    - No

15. Are workers trained in the following:
    - proper postures?
      - Yes    - No
    - proper work methods?
      - Yes    - No
    - recognizing signs and symptoms of potential WMSD problems?
      - Yes    - No
    - when and how to adjust their workstations to avoid musculoskeletal discomfort?
      - Yes    - No