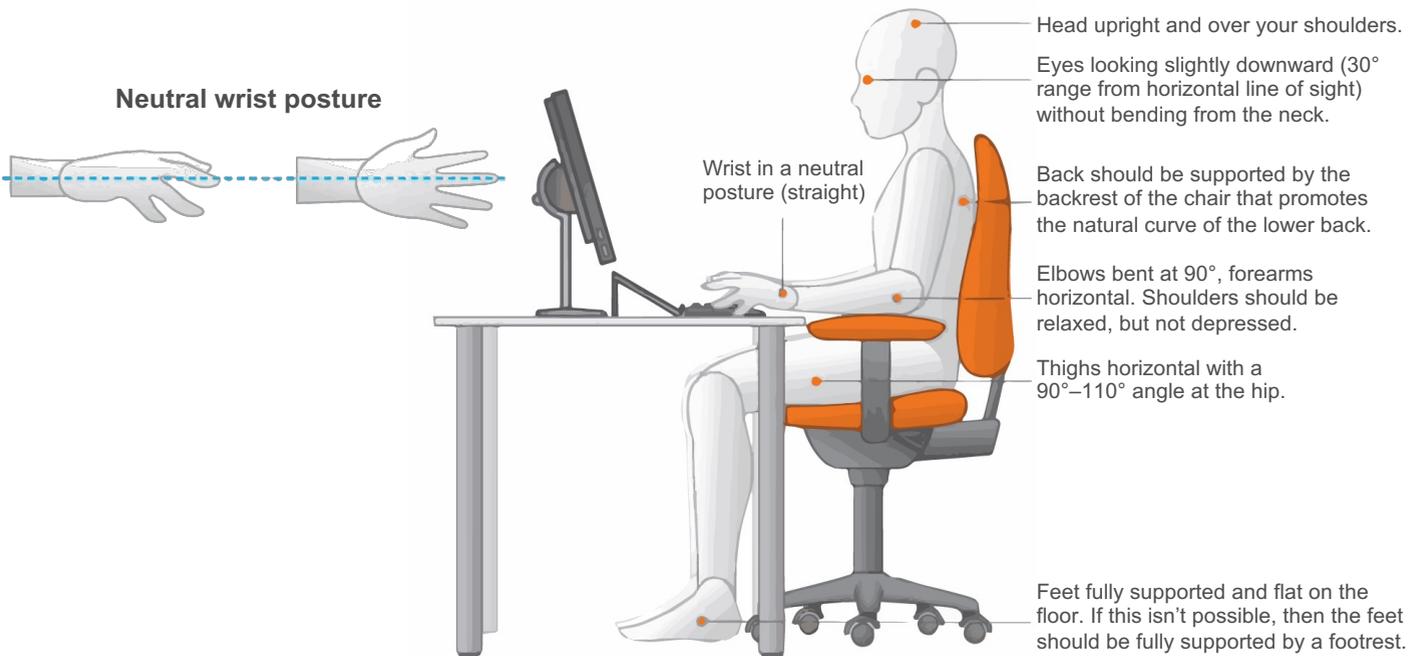


Computer Workstation Ergonomics Self-Assessment Checklist

The goal of this self-assessment is to help you set up your workstation for optimal comfort and performance. For more information, refer to the [National Institutes of Health, Office of Research Services, Division of Occupational Health and Safety website](#).

The Office Chair	Yes	No	N/A	Suggested Actions
Can the height, seat, and back of the chair be adjusted to achieve the posture outlined below?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Obtain a fully adjustable chair
Are your feet fully supported by the floor when you are seated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> Lower the chair Use a footrest
Does your chair provide support for your lower back?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> Adjust chair back Obtain proper chair Obtain lumbar roll
When your back is supported, are you able to sit without feeling pressure from the chair seat on the back of your knees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> Adjust seat pan Add a back support
Do your armrests allow you to get close to your workstation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> Adjust armrests Remove armrests

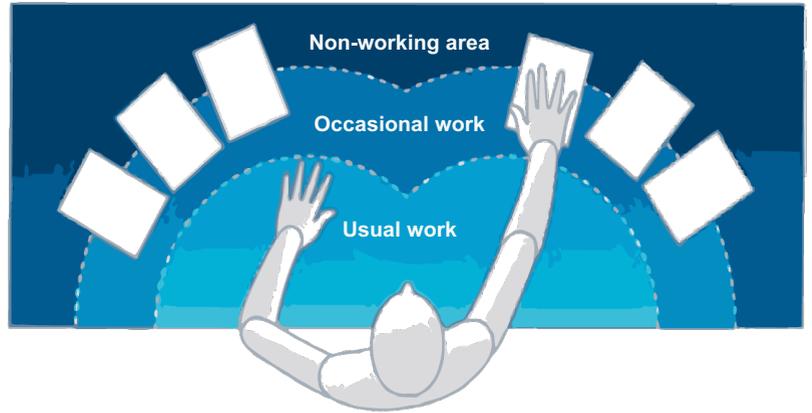
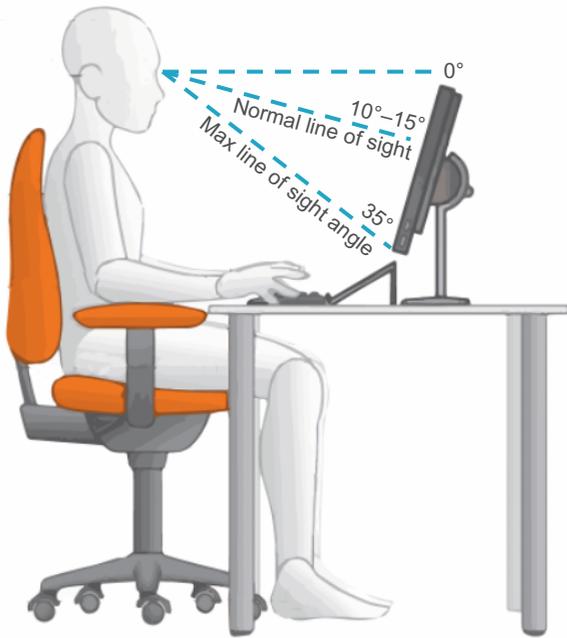


Keyboard and Mouse

	Yes	No	N/A	Suggested Actions
Are your keyboard, mouse, and work surface at your elbow height?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> ▪ Raise/lower workstation ▪ Raise or lower keyboard ▪ Raise or lower chair
Are frequently used items within easy reach?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rearrange workstation
Is the keyboard close to the front edge of the desk allowing space for wrist to rest on desk surface?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Move keyboard to correct position
When using your keyboard and mouse, are your wrists straight and your upper arms relaxed? <i>The keyboard should be flat and not propped up on keyboard legs, as an angled keyboard may place the wrist in an awkward posture when keying.</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> ▪ Re-check chair, raise/lower as needed ▪ Check posture ▪ Check keyboard/mouse height
Is your mouse at the same level and as close as possible to your keyboard?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> ▪ Move mouse closer to keyboard ▪ Obtain larger keyboard tray if necessary
Is the mouse comfortable to use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> ▪ Rest your dominant hand by using the mouse with your non-dominant hand for brief periods (mouse buttons can be changed within the computer control panel) ▪ Investigate alternate mouse options

Work Surface

	Yes	No	N/A	Suggested Actions
Is your monitor positioned directly in front of you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reposition monitor
Is your monitor positioned at least an arm's length away? Note: the monitor's location is dependent on the size of the monitor, the font, screen resolution and the individual user e.g., vision/use of bifocal spectacles etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> ▪ Reposition monitor ▪ Seek an alternative monitor, if necessary, e.g., flat screen that uses less space
Is your monitor height slightly below eye level?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> ▪ Add or remove monitor stand ▪ Adjust monitor height
Is your monitor and work surface free from glare?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> ▪ Windows at side of monitor ▪ Adjust overhead lighting ▪ Cover windows ▪ Obtain antiglare screen
Do you have appropriate light for reading or writing documents?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> ▪ Obtain desk lamp ▪ Place on left if right-handed; place on right if left-handed
Are frequently used items located within the usual work area and items which are only used occasionally in the occasional work area?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Rearrange workstation



Breaks

	Yes	No	N/A	Suggested Actions
Do you take postural breaks every 30 minutes? E.g., standing, walking, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Set reminders to take breaks
Do you take regular eye breaks from looking at your monitor?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Refocus on picture on wall every 30 minutes

Accessories

	Yes	No	N/A	Suggested Actions
Is there a sloped desk surface or angle board for reading and writing tasks, if required?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Obtain an angle board
Is there a document holder either beside the screen or between the screen and keyboard, if required?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Obtain document holder
Are you using a headset or speakerphone if you are writing or keying while talking on the phone?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Obtain a headset if using the phone and keyboard

Laptop

	Yes	No	N/A	Suggested Actions
In the event of using a laptop computer for prolonged periods of time, do you use: <ul style="list-style-type: none"> ▪ Full-size external keyboard and mouse ▪ Docking station with full-size monitor/laptop stand 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Obtain appropriate laptop accessories

“Hot Desking” (when applicable)

	Yes	No	N/A	Suggested Actions
Can the height, seat, and back of the chair be adjusted to achieve the posture outlined above?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	