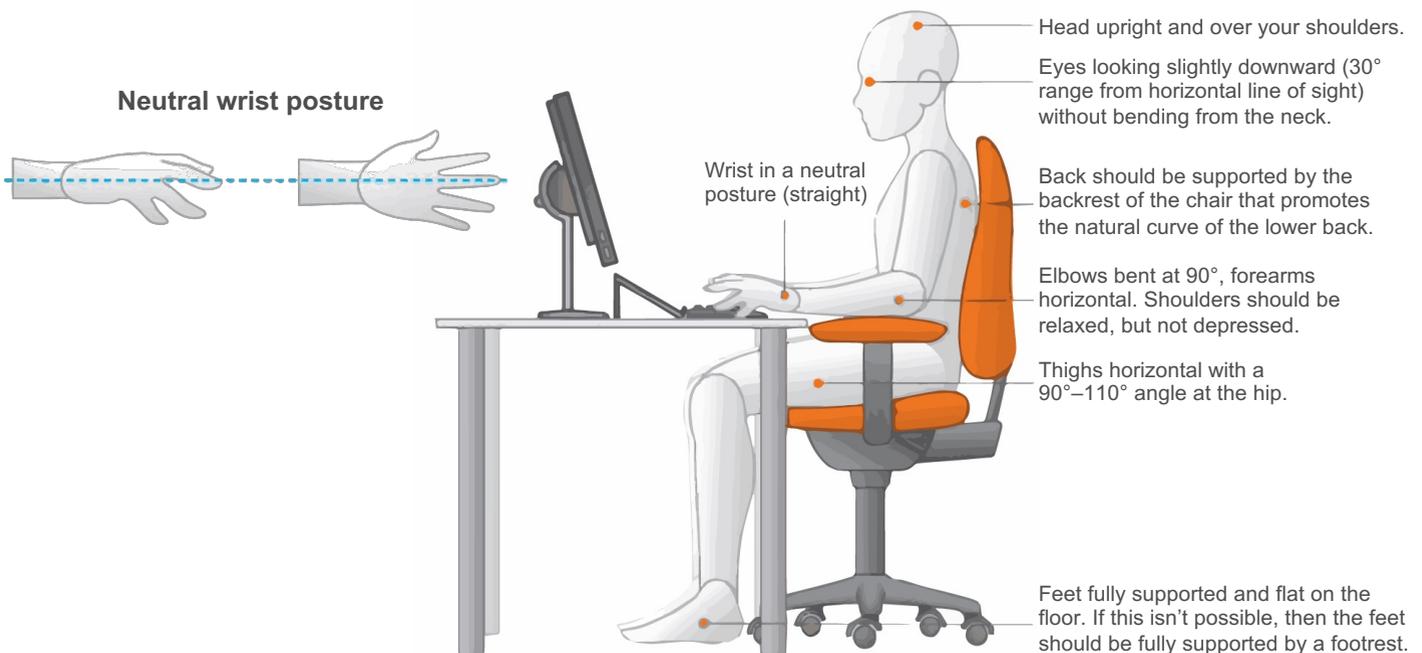


# Computer Workstation Ergonomics Self-Assessment Checklist

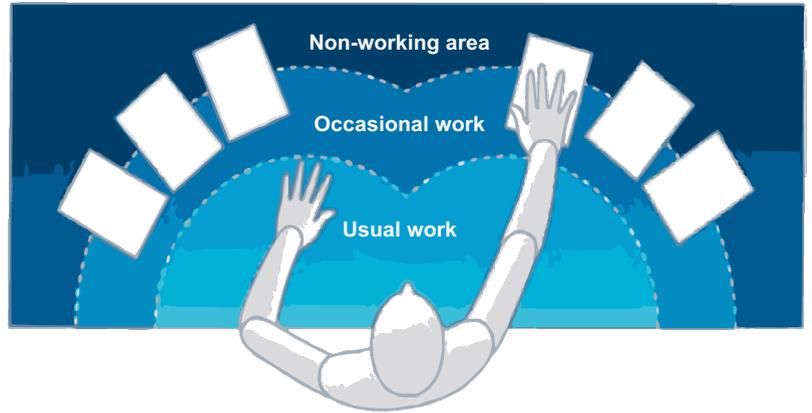
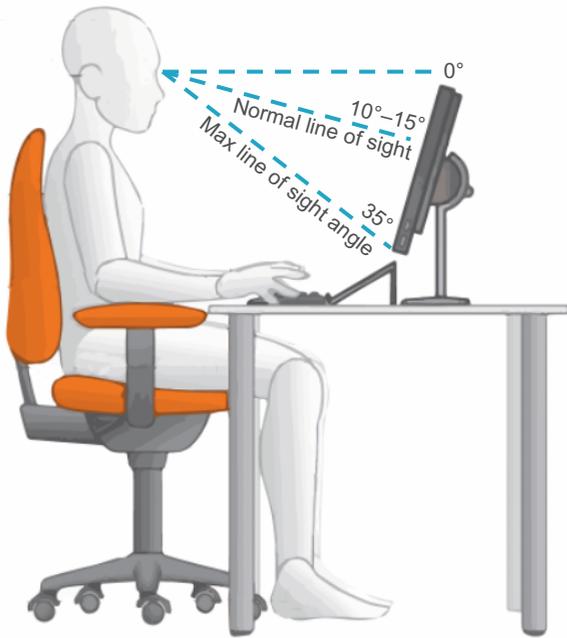
The goal of this self-assessment is to help you set up your workstation for optimal comfort and performance. For more information, refer to the [National Institutes of Health, Office of Research Services, Division of Occupational Health and Safety website](#).

## 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"> <li>Lower the chair</li> <li>Use a footrest</li> </ul>
Does your chair provide support for your lower back?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>Adjust chair back</li> <li>Obtain proper chair</li> <li>Obtain lumbar roll</li> </ul>
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"> <li>Adjust seat pan</li> <li>Add a back support</li> </ul>
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"> <li>Adjust armrests</li> <li>Remove armrests</li> </ul>



<b>Keyboard and Mouse</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Suggested Actions</b>
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"> <li>▪ Raise/lower workstation</li> <li>▪ Raise or lower keyboard</li> <li>▪ Raise or lower chair</li> </ul>
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"> <li>▪ Re-check chair, raise/lower as needed</li> <li>▪ Check posture</li> <li>▪ Check keyboard/mouse height</li> </ul>
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"> <li>▪ Move mouse closer to keyboard</li> <li>▪ Obtain larger keyboard tray if necessary</li> </ul>
Is the mouse comfortable to use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ 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)</li> <li>▪ Investigate alternate mouse options</li> </ul>
<b>Work Surface</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Suggested Actions</b>
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"> <li>▪ Reposition monitor</li> <li>▪ Seek an alternative monitor, if necessary, e.g., flat screen that uses less space</li> </ul>
Is your monitor height slightly below eye level?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ Add or remove monitor stand</li> <li>▪ Adjust monitor height</li> </ul>
Is your monitor and work surface free from glare?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>▪ Windows at side of monitor</li> <li>▪ Adjust overhead lighting</li> <li>▪ Cover windows</li> <li>▪ Obtain antiglare screen</li> </ul>
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"> <li>▪ Obtain desk lamp</li> <li>▪ Place on left if right-handed; place on right if left-handed</li> </ul>
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"> <li>▪ Full-size external keyboard and mouse</li> <li>▪ Docking station with full-size monitor/laptop stand</li> </ul>	<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"/>	