

Workstation Ergonomic Evaluation Checklist

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Instructions: Complete the workstation ergonomic evaluation checklist below. Indicate your response by placing a check mark or circling the Yes or No option. If more explanation is required use the spaces provided.

Inspector (print name):

Date:

Office / workstation location or number:

Condition (body parts)

- Head and neck to be upright, or in-line with the torso (not bent down/back). Yes No
- Head, neck and trunk to face forward (not twisted). Yes No
- Trunk to be perpendicular to floor (may lean back into backrest but not forward). Yes No
- Upper arms and elbows to be close to the body (not extended outward). Yes No
- Forearms, wrists and hands to be straight and in-line (forearm, 90 degrees to upper arm). Yes No
- Wrists and hands to be straight (not bent up/down or sideways toward the little finger). Yes No
- Thighs to be parallel to the floor and the lower legs to be perpendicular to the floor. Yes No
- Feet rest flat on the floor or are supported by a stable footrest. Yes No
- Thighs have clearance space from table/desk/keyboard platform. Yes No
- Legs and feet have clearance space under the workstation (chair can be scooted in). Yes No

Notes / Explanation:

Chairs / Posture

- Backrest provides support for lower back (lumbar area). Yes No
- Seat width and depth accommodate the specific user (seat pan not too big/small). Yes No
- Seat front does not press against the back of knees and lower legs (seat pan too long). Yes No
- Seat has cushioning and is rounded with a "waterfall" front (no sharp edge). Yes No
- Armrests, if used, support both forearms during computer tasks (no interference). Yes No

Note: Any "no" answers in this section should prompt a review of workstation chairs/seating.

Keyboards / Pointers (mouse)

- Keyboard platform is stable and large enough to hold a keyboard and a mouse. Yes No
- Mouse is located right next to keyboard so it can be operated without reaching. Yes No
- Mouse is easy to activate and the shape/size fits hand (not too big/small) Yes No
- Wrists/hands do not rest on sharp or hard edges. Yes No

Screen / Monitor

Monitor distance allows you to read the screen without leaning head, neck or trunk forward. Yes No

Monitor position is directly in front of you to prevent twisting of head or neck Yes No

Glare is not reflected on your screen which causes an awkward position to clearly see screen. Yes No

Note: Any "no" answers in this section should prompt a review of monitors or lighting/glare.

Accessories / Work Surfaces

Document holder, if provided, is stable and large enough to hold documents Yes No

Document holder, if provided, is placed at approximately the same height and distance as the monitor/screen so there is little head movement or need to re-focus when you look from the document to the screen. Yes No

Wrist/palm rest, if provided, is padded and free of sharp or square edges. Yes No

Wrist/palm rest, if provided, allows forearms, wrists and hands to be in a straight line. Yes No

Telephone can be used with your head upright and shoulders relaxed. Yes No

Note: Any "no" answers in this section should prompt a review of work surfaces and accessories.

Workstation

Workstation and equipment have sufficient adjust-ability so you are in a safe working posture and can make occasional changes in posture while performing computer tasks. Yes No

Computer workstation, components and accessories are maintained in serviceable condition and function properly. Yes No

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

Notes / Explanation

Checklist Completed by (print name):

Position / Title:

Completed ergonomic workstation inspection checklists shall be forward to your direct supervisor