**COMPUTER WORKSTATION ERGONOMIC EVALUATION**

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| --- | --- | --- | --- |
| Name |  | Manager |  |
| Division/Department |  | Workstation Location |  |
| Date of Evaluation |  |  |  |

*Begin this evaluation in a seated position at your computer workstation. It may be beneficial to have another person present to help you evaluate your posture while seated. Before making any adjustments, it is recommended that you complete the entire checklist first and then evaluate what areas need to be improved.*

*For any questions that do not apply to your workstation set-up, please select N/A.*

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| **POSTURE** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Are your head and neck balanced directly above your body? |  |  |  |  |
| Are your head, neck and body all facing forward, toward your computer screen? |  |  |  |  |
| Are your shoulders square and relaxed? |  |  |  |  |
| Are your elbows close to your body? |  |  |  |  |
| Are your forearms parallel to the floor? |  |  |  |  |
| Is your body upright to slightly reclined? (Not leaning forward or way back) |  |  |  |  |
| Are your thighs parallel to the floor? |  |  |  |  |
| Are your feet flat on the floor or on a footrest? |  |  |  |  |
| **SEATING** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Is your chair in good working condition? |  |  |  |  |
| Is your chair balanced and sturdy? |  |  |  |  |
| Can you adjust the height of your chair? |  |  |  |  |
| Can you adjust the seat and back of your chair to obtain a neutral posture? |  |  |  |  |
| Do you know how to adjust your chair? |  |  |  |  |
| Is your back supported by the chair or by added lumbar support? |  |  |  |  |
| Are you able to sit without feeling pressure from the chair seat at the back of your knees? |  |  |  |  |
| Is your chair sufficiently padded for comfort? |  |  |  |  |
| Does your chair have armrests that can be set just below your elbows? |  |  |  |  |
| Does the chair move easily on the floor without getting snagged on the flooring, but also doesn’t slide too fast? |  |  |  |  |
| Is there enough room under your desk for your legs? |  |  |  |  |
| **MOVEMENT** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Do you take breaks to stretch (or vary your body position) throughout the workday? |  |  |  |  |
| Is there adequate opportunity to take breaks or vary work tasks? |  |  |  |  |
| **MONITOR** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Is the top of your monitor set at approximately eye level? |  |  |  |  |
| Is your monitor set up approximately arm’s length away? |  |  |  |  |
| Is your monitor positioned directly in front of you? (You should not need to turn your head or body to view it properly.) |  |  |  |  |
| Is your monitor large enough for the work required, or is more than one monitor available? |  |  |  |  |
| If multiple monitors are used, are they placed in such a way that allows for minimal head movement? |  |  |  |  |
| Is the monitor brightness and contrast adjusted for viewing comfort? |  |  |  |  |
| Is the screen free from glare or reflections from light sources? |  |  |  |  |
| Do you look away from your monitor periodically to allow your eyes to focus on something else? |  |  |  |  |
| **ACCESSORIES** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Is your phone positioned close enough to prevent excessive reaches? |  |  |  |  |
| Do you have a way to make hands-free calls? |  |  |  |  |
| Does your phone headset fit comfortably? |  |  |  |  |
| Are frequently used items within easy reach? |  |  |  |  |
| Is your document holder stable and large enough to hold your documents? |  |  |  |  |
| Is your document holder placed at the same height and distance as your monitor? |  |  |  |  |
| Is your footrest stable and providing the height required? |  |  |  |  |
| For prolonged standing tasks, is an adequate anti-fatigue mat provided? |  |  |  |  |
| For prolonged standing tasks, do you wear appropriate shoes? |  |  |  |  |
| Is there adequate lighting for all required tasks? |  |  |  |  |
| Are the lighting levels adjustable? |  |  |  |  |
| **KEYBOARD & MOUSE** | **YES** | **NO** | **N/A** | **COMMENTS** |
| Do you have a full-size keyboard with all the features you need? |  |  |  |  |
| Is your mouse comfortable to use throughout the entire workday? |  |  |  |  |
| Are your keyboard, mouse, and work surface at elbow height? |  |  |  |  |
| Is the keyboard positioned in a way that allows your wrist to rest on the desk surface (or wrist pad)? |  |  |  |  |
| Is your mouse at the same level as your keyboard? |  |  |  |  |
| Is your mouse close to your keyboard? |  |  |  |  |

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| **Notes, Recommendations, and Approvals** |