

COMPUTER WORKSTATION ERGONOMIC EVALUATION

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.

POSTURE	YES	NO	N/A	COMMENTS
Are your head and neck balanced directly above your body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are your head, neck and body all facing forward, toward your computer screen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are your shoulders square and relaxed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are your elbows close to your body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are your forearms parallel to the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your body upright to slightly reclined? (Not leaning forward or way back)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are your thighs parallel to the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are your feet flat on the floor or on a footrest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SEATING	YES	NO	N/A	COMMENTS
Is your chair in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your chair balanced and sturdy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can you adjust the height of your chair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can you adjust the seat and back of your chair to obtain a neutral posture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know how to adjust your chair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your back supported by the chair or by added lumbar support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you able to sit without feeling pressure from the chair seat at the back of your knees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your chair sufficiently padded for comfort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your chair have armrests that can be set just below your elbows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the chair move easily on the floor without getting snagged on the flooring, but also doesn't slide too fast?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there enough room under your desk for your legs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MOVEMENT	YES	NO	N/A	COMMENTS
Do you take breaks to stretch (or vary your body position) throughout the workday?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there adequate opportunity to take breaks or vary work tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MONITOR	YES	NO	N/A	COMMENTS
Is the top of your monitor set at approximately eye level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your monitor set up approximately arm's length away?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your monitor positioned directly in front of you? (You should not need to turn your head or body to view it properly.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your monitor large enough for the work required, or is more than one monitor available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If multiple monitors are used, are they placed in such a way that allows for minimal head movement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the monitor brightness and contrast adjusted for viewing comfort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the screen free from glare or reflections from light sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you look away from your monitor periodically to allow your eyes to focus on something else?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCESSORIES	YES	NO	N/A	COMMENTS
Is your phone positioned close enough to prevent excessive reaches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a way to make hands-free calls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your phone headset fit comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are frequently used items within easy reach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your document holder stable and large enough to hold your documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your document holder placed at the same height and distance as your monitor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your footrest stable and providing the height required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For prolonged standing tasks, is an adequate anti-fatigue mat provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For prolonged standing tasks, do you wear appropriate shoes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there adequate lighting for all required tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the lighting levels adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

KEYBOARD & MOUSE	YES	NO	N/A	COMMENTS
Do you have a full-size keyboard with all the features you need?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your mouse comfortable to use throughout the entire workday?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are your keyboard, mouse, and work surface at elbow height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the keyboard positioned in a way that allows your wrist to rest on the desk surface (or wrist pad)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your mouse at the same level as your keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your mouse close to your keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Notes, Recommendations, and Approvals
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