

COMPUTER WORKSTATION SELECTION GUIDE

Date	
Workstation User	
Workstation Location	

Use this checklist to help select safe, ergonomic equipment for a computer workstation. Not all of the criteria on this checklist may accommodate all individual body types, so use these items as general guidelines and focus on ergonomic design, workplace usability, task requirements, and personal comfort.

YES = Selected/Achieved | NO = Not Available | N/A = Does Not Apply **YES** **NO** **N/A**

MONITOR

1	The computer screen is large enough for adequate visibility and comfort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The angle, tilt, and height of the computer monitor are easily adjustable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	If multiple monitors are used, there is enough space and clearance available at the workstation. The main monitor that is used most often is placed directly in front of the employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	A docking station is provided for the laptop to ensure that the monitor can be placed in an optimal location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KEYBOARD

5	If preferred, an alternative keyboard design with ergonomic features (like a split keyboard) is selected which may make it easier to maintain neutral wrist positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	All computer cables are long enough that allow the keyboard, mouse, and computer to be placed in a variety of comfortable positions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	If preferred, a keyboard without a 10-key number keypad is selected that will allow the mouse to be placed closer to the keyboard. If required, a separate 10-key keypad can be added to be available for use when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	A separate keyboard and mouse are available for use with a laptop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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YES **NO** **N/A**

9	A keyboard tray is available for use on a fixed-height desk that allows for adequate ergonomic height adjustments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	The keyboard tray is wide and deep enough to accommodate the keyboard and peripheral devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	If a keyboard tray is used, the minimum vertical adjustment range (for a sitting position) is 22 inches to 28.3 inches from the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	The keyboard tray allows for easy height and tilt adjustments and then locks into position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	The keyboard height is adjustable between 22-30 inches for seated tasks and 36-46.5 inches for standing tasks which will place the keyboard height at about elbow level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MOUSE OR INPUT DEVICE

14	The mouse or input device has been selected based on the user's hand size, task requirements, physical limitations, and personal preference.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	The mouse matches the size and contour of the user's hand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	The mouse is placed as close to the keyboard as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	If preferred, a mouse or input device has been selected that can be used with either hand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WRIST REST

18	Keyboard wrist rest selected is designed to be used when the hands are at rest and their use is minimized when actively keying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Keyboard wrist rest matches the front edge of the keyboard in width, height, slope, and contour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Wrist rests are at least 1.5 inches deep to minimize contact pressure on the wrists and forearm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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YES

NO

N/A

21	Wrist rest pads are soft but firm, made with recommended gel-type materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DESK AND WORK SURFACE				
22	The desk is deep enough to place the computer monitor at least 20 inches away from your eyes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	The desk has a work surface that is large enough to accommodate a monitor, a keyboard, and a mouse, as well as any additional items required for work like a desk phone or documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	The desk has sufficient space for the items that are used most often (like the monitor, keyboard, mouse) to be placed directly in front of the user.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	There is adequate space available underneath the desk for the user's legs to rest comfortably.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	The minimum under-desk clearance depth is 17.6 inches for knees and 24 inches for feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	The minimum under-desk clearance width is 20-21 inches for legs to have sufficient space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	The top of the desk has a matte finish (not glass) to minimize glare.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	There are no sharp edges (only rounded or sloping) on the desk, especially where the arms may come in contact with the work surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	If requested or required, an adjustable sit-stand workstation has been provided that allows for regular changes in work postures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	A sit-stand desk or tabletop unit has adjustment mechanisms that are easy to use and raise and lower the work surface smoothly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	A tabletop sit-stand desk unit adequately accommodates the size, weight, and quantity of the computer equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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YES

NO

N/A

33	A tabletop sit-stand desk unit fits safely and securely on the work surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	A standing desk mat is available to use with a standing desk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIGHTING				
35	Adequate overhead lighting is provided for the entire work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Sufficient task lighting is available for the desk area. The location, angle, and intensity levels for task lighting is adjustable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENT HOLDER				
37	If a monitor is the primary focus, the document holder sits next to the monitor at the same height and distance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	If tasks require frequent access to the document (such as writing on the document) then a document holder sits between the keyboard and monitor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	The document holder is stable but also easy to adjust for height, position, distance, and viewing angle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DESK PHONE				
40	If manual tasks are required (like typing on a keyboard) while using the phone, a hands-free cordless headset or a speaker function has been provided for use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	The hands-free headset has a function to easily adjust volume.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DESK CHAIR				
42	The chair has a sturdy five-legged base with casters that roll easily over the floor or carpet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	The chair is easily adjustable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		YES	NO	N/A
44	The chair can swivel 360 degrees to allow the user to access items at the workstation without twisting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45	Seat height can adjust from 15 to 22 inches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46	Seat pan depth is adjustable from 15 to 17 inches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	Seat pan width is at least as wide as the user's thighs when seated, with a minimum recommended width of 18 inches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	Seat pan tilt has a minimum adjustable range of about 5 degrees forward and backward.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	Front edge of the seat pan is rounded in a waterfall fashion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Material on the seat pan and seat back is clean, firm, breathable, and resilient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51	The backrest on the chair is adjustable and provides lumbar support that matches the curve of the user's lower back.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	The top of the backrest is at least 17.7 inches above the compressed seat pan and is at least 14.2 inches wide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	The backrest allows a recline of at least 15 degrees and can lock into place for firm support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54	If the backrest reclines more than 30 degrees from vertical, a headrest is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55	Armrests on the chair are removable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56	Armrests are at least 16 inches apart and the distance between the armrests is adjustable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	Armrest height is adjustable between 7 inches and 10.5 inches from the seat pan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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YES

NO

N/A

58	Armrests are large enough to support the forearms without interfering with the work surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59	Armrests are padded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	The chair is designed to support the weight of the intended user according to the manufacturer's specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

This checklist has been adapted from the Purchasing Guide found on OSHA's Computer Workstations eTool ([osha.gov/etools](https://www.osha.gov/etools)).