ELIZABETHTOWN COLLEGE HUMAN RESOURCES

**Workstation Self-Evaluation Checklist**

Please use this checklist to perform a preliminary evaluation of your workstation. Follow the guidance provided to make the necessary adjustments for achieving a safe and comfortable workstation. You can email the completed checklist to hr@etown.edu, or return a hard copy to the HR office. Once HR has reviewed your completed form you will be contacted regarding a follow up plan. Please contact HR if you have any questions throughout this process.

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| --- | --- | --- |
| Name: |  | Date: |
| Title/Dept: |  | Supervisor: |

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|  | **Chair Adjustment** | **Yes** | **No** |
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| 1. | Can the height of your chair be adjusted so your feet rest flat on the floor or a footrest and your knees are bent at approximately a 90° angle? |  |  |
| 2. | Does your chair provide support for your lower back? |  |  |
| 3. | Is there room (2-3 inches) between the front edge of the seat pan and the back of your knees? |  |  |
| 4. | Are your shoulders and arms relaxed with elbows close to your sides without interference from the arms of your chair? |  |  |
| 5. | Can you easily reach your work without interference from the arms of your chair? |  |  |
| 6. | Are the arm rests on your chair padded? |  |  |

* Sitting with your feet flat on the floor or a footrest will help support your spine. Having your thighs parallel to the seat with knees bent at approximately a 90° angle, and having adequate clearance behind your knees, will keep the chair from interfering with the circulation to your legs. Sit with your feet in front of your knees.
* Adjust the backrest of your chair so that the contour of the chair provides maximum lower back support. It is acceptable to sit in an upright or slightly reclined position – choose what is most comfortable for you.
* The arms of your chair should not force you to elevate your shoulders or wing your elbows out. Chair arms should allow you to reach your work without interference. Arm rests should be padded.

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|  | **Work Surface/Keyboard/Mouse Adjustment** | **Yes** | **No** |
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| 7. | When working at your computer, are your arms relaxed and close to your body rather than stretched out in front of you? |  |  |
| 8. | Is the angle between your forearms and upper arms approximately 90° or greater? |  |  |
| 9. | Are your shoulders relaxed and not elevated when you work at your work surface? |  |  |
| 10. | Can you adjust your work surface height or chair so that your keyboard and pointing device are approximately at elbow level when shoulders are relaxed? |  |  |
| 11. | When typing or using your mouse, are your wrists in line with your forearms and not bent upwards, downwards, or sideways? |  |  |
| 12. | Are you able to keep your arms from resting on any hard or square edges on your work surface? |  |  |
| 13. | Is your mouse at the same level and close to your keyboard? |  |  |

* Ideally, when your arms are resting comfortably at your side, your keyboard and mouse should be approximately at elbow level.
* A padded wrist rest can help support your wrists in a straight and neutral position. This takes some of the load off your neck, shoulder and back muscles, plus helps maintain circulation by keeping your arms off the hard edges of the work surface. Ideally, the wrist rest should be made of a soft padded material and the height of the wrist rest should be the same as the front of your keyboard. Use wrist rests only when resting, not while typing.

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|  | **Monitor Adjustment** |  | **Yes** | **No** |
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| 14. | Is the top of your computer screen at or just below eye level? |  |  |  |
| 15. | Are you able to read the computer screen clearly without leaning forward? |  |  |  |
| 16. | Is the viewing distance to your computer monitor somewhere between 18 and 30 inches? |  |  |  |
| 17. | Is there excess glare or reflections on your computer screen? |  |  |  |
| 18. | Can you adjust room lighting that is too bright or too dim? |  |  |  |

* Once your chair and work surface are properly adjusted, adjust your computer monitor so that the top of the screen is at or just below eye level.
* Leaning forward to see your computer screen can lead to neck, shoulder and back discomfort. Adjusting the computer monitor to a comfortable height and distance can help to alleviate these problems.

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|  | **Workstation Accessory Arrangements** |  | **Yes** | **No** |
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| 19. | Do you use a telephone headset if you are required to use the phone frequently for extended periods of time? |  |  |  |
| 20. | Do you have a document holder if you frequently look at reference materials while typing? |  |  |  |
| 21. | Are your most frequently accessed items (phone, note pad, pens, etc.) easy to reach? |  |  |  |
| 22. | Are you able to easily use your dominant hand to write or use accessories without having to reach across your body? |  |  |  |

* Talking on the phone without a headset for extended periods of time can cause neck, shoulder, and back pain –particularly when the receiver is cradled between your ear and neck.
* Keep frequently used accessories in easy reach places. A document holder should be used if you’re required to frequently look at reference materials while typing. Document holders should be positioned at the same height and distance as your monitor or between your monitor and keyboard.

*This guide is based on information distributed by Ergonomics@Work, University of California at Berkeley*