

## Evaluation Checklist

<b>WORKING POSTURES—The workstation is designed or arranged for doing computer tasks so it allows your</b>	<b>Y</b>	<b>N</b>
<b>1. Head and neck</b> to be upright, or in-line with the torso (not bent down/back). If "no" refer to Monitors, Chairs and Work Surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Head, neck, and trunk</b> to face forward (not twisted). If "no" refer to Monitors or Chairs.	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Trunk</b> to be perpendicular to floor (may lean back into backrest but not forward). If "no" refer to Chairs or Monitors.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Shoulders and upper arms</b> to be in-line with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward). If "no" refer to Chairs.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Upper arms and elbows</b> to be close to the body (not extended outward). If "no" refer to Chairs, Work Surfaces, Keyboards, and Pointers.	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Forearms, wrists, and hands</b> to be straight and in-line (forearm at about 90 degrees to the upper arm). If "no" refer to Chairs, Keyboards, Pointers.	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Wrists and hands</b> to be straight (not bent up/down or sideways toward the little finger). If "no" refer to Keyboards, or Pointers	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Thighs</b> to be parallel to the floor and the <b>lower legs</b> to be perpendicular to floor (thighs may be slightly elevated above knees). If "no" refer to Chairs or Work Surfaces.	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Feet</b> rest flat on the floor or are supported by a stable footrest. If "no" refer to Chairs, Work Surfaces.	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

<b>SEATING—Consider these points when evaluating the chair:</b>	<b>Y</b>	<b>N</b>
<b>10. Backrest</b> provides support for your lower back (lumbar area).	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Seat width and depth</b> accommodate the specific user (seat pan not too big/small).	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Seat front</b> does not press against the back of your knees and lower legs (seat pan not too long).	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Seat</b> has cushioning and is rounded with a "waterfall" front (no sharp edge).	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. Armrests</b> , if used, support both forearms while you perform computer tasks and they do not interfere with movement.	<input type="checkbox"/>	<input type="checkbox"/>
"No" answers to any of these questions should prompt a review of Chairs.	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

<b>KEYBOARD/INPUT DEVICE—Consider these points when evaluating the keyboard or pointing device. The keyboard/input device is designed or arranged for doing computer tasks so the</b>	<b>Y</b>	<b>N</b>
<b>15. Keyboard/input device platform(s)</b> is stable and large enough to hold a keyboard and an input device.	<input type="checkbox"/>	<input type="checkbox"/>
<b>16. Input device</b> (mouse or trackball) is located right next to your keyboard so it can be operated without reaching.	<input type="checkbox"/>	<input type="checkbox"/>
<b>17. Input device</b> is easy to activate and the shape/size fits your hand (not too big/small).	<input type="checkbox"/>	<input type="checkbox"/>
<b>18. Wrists</b> and <b>hands</b> do not rest on sharp or hard edges.	<input type="checkbox"/>	<input type="checkbox"/>
"No" answers to any of these questions should prompt a review of Keyboards, Pointers, or Wrist Rests.		

**Notes:**

<b>MONITOR—Consider these points when evaluating the monitor. The monitor is designed or arranged for computer tasks so the</b>	<b>Y</b>	<b>N</b>
<b>19. Top</b> of the screen is at or below eye level so you can read it without bending your head or neck down/back.	<input type="checkbox"/>	<input type="checkbox"/>
<b>20. User with bifocals/trifocals</b> can read the screen without bending the head or neck backward.	<input type="checkbox"/>	<input type="checkbox"/>
<b>21. Monitor distance</b> allows you to read the screen without leaning your head, neck or trunk forward/backward.	<input type="checkbox"/>	<input type="checkbox"/>
<b>22. Monitor position</b> is directly in front of you so you don't have to twist your head or neck.	<input type="checkbox"/>	<input type="checkbox"/>
<b>23. Glare</b> (for example, from windows, lights) is not reflected on your screen which can cause you to assume an awkward posture to clearly see information on your screen.	<input type="checkbox"/>	<input type="checkbox"/>
"No" answers to any of these questions should prompt a review of Monitors or Workstation Environment.		

**Notes:**

<b>WORK AREA—Consider these points when evaluating the desk and workstation. The work area is designed or arranged for doing computer tasks so the</b>	<b>Y</b>	<b>N</b>
<b>24. Thighs</b> have sufficient clearance space between the top of the thighs and your computer table/keyboard platform (thighs are not trapped).	<input type="checkbox"/>	<input type="checkbox"/>
<b>25. Legs</b> and <b>feet</b> have sufficient clearance space under the work surface so you are able to get close enough to the keyboard/input device.	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

<b>ACCESSORIES—Check to see if the</b>	<b>Y</b>	<b>N</b>
<b>26. Document holder</b> , if provided, is stable and large enough to hold documents.	<input type="checkbox"/>	<input type="checkbox"/>
<b>27. Document holder</b> , if provided, is placed at about 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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>28. Wrist/palm rest</b> , if provided, is padded and free of sharp or square edges that push on your wrists.	<input type="checkbox"/>	<input type="checkbox"/>
<b>29. Wrist/palm rest</b> , if provided, allows you to keep your forearms, wrists, and hands straight and in-line when using the keyboard/input device.	<input type="checkbox"/>	<input type="checkbox"/>
<b>30. Telephone</b> can be used with your head upright (not bent) and your shoulders relaxed (not elevated) if you do computer tasks at the same time.	<input type="checkbox"/>	<input type="checkbox"/>
"No" answers to any of these questions should prompt a review of Work Surfaces, Document Holders, Wrist Rests or Telephones.	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

<b>GENERAL</b>	<b>Y</b>	<b>N</b>
<b>31.</b> Workstation and equipment have sufficient adjustability so you are in a safe working posture and can make occasional changes in posture while performing computer tasks.	<input type="checkbox"/>	<input type="checkbox"/>
<b>32.</b> Computer workstation, components and accessories are maintained in serviceable condition and function properly.	<input type="checkbox"/>	<input type="checkbox"/>
<b>33.</b> 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.	<input type="checkbox"/>	<input type="checkbox"/>
"No" answers to any of these questions should prompt a review of Chairs, Work Surfaces, or Work Processes.	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**