

## Workstation Guidelines

Read each statement and check yes or no appropriately as pertaining to your workstation. If no (N) is checked, make adjustment or contact the Ergonomics Coordinator for more information or an assessment.	Y	N
1. <b>Head</b> and <b>neck</b> to be upright, or in-line with the torso (not bent down/back).		
2. <b>Head, neck, and trunk</b> to face forward (not twisted).		
3. <b>Trunk</b> to be perpendicular to floor (may lean back into backrest but not forward).		
4. <b>Shoulders</b> and <b>upper arms</b> to be in-line with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward).		
5. <b>Upper arms</b> and <b>elbows</b> to be close to the body (not extended outward).		
6. <b>Forearms, wrists, and hands</b> to be straight and in-line (forearm at about 90 degrees to the upper arm).		
7. <b>Wrists</b> and <b>hands</b> to be straight (not bent up/down or sideways toward the little finger).		
8. <b>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).		
9. <b>Feet</b> rest flat on the floor or are supported by a stable footrest.		
10. <b>Backrest</b> provides support for your lower back (lumbar area).		
11. <b>Seat width</b> and <b>depth</b> accommodate the specific user (seat pan not too big/small).		
12. <b>Seat front</b> does not press against the back of your knees and lower legs (seat pan not too long).		
13. <b>Seat</b> has cushioning and is rounded with a "waterfall" front (no sharp edge).		
14. <b>Armrests</b> , if used, support both forearms while you perform computer tasks and they do not interfere with movement.		
15. <b>Keyboard/input device platform(s)</b> is stable and large enough to hold a keyboard and an input device.		
16. <b>Input device</b> (mouse or trackball) is located right next to your keyboard so it can be operated without reaching.		
17. <b>Input device</b> is easy to activate and the shape/size fits your hand (not too big/small).		
18. <b>Wrists</b> and <b>hands</b> do not rest on sharp or hard edges.		
19. <b>Top</b> of the screen is at or below eye level so you can read it without bending your head or neck down/back.		
20. <b>User with bifocals/trifocals</b> can read the screen without bending the head or neck backward.		
21. <b>Monitor distance</b> allows you to read the screen without leaning your head, neck or trunk forward/backward.		
22. <b>Monitor position</b> is directly in front of you so you don't have to twist your head or neck.		
23. <b>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.		

Workstation guidelines continued			
		Y	N
<b>24. Thighs</b> have sufficient clearance space between the top of the thighs and your computer table/keyboard platform (thighs are not trapped).			
<b>25. Legs and feet</b> have sufficient clearance space under the work surface so you are able to get close enough to the keyboard/input device.			
<b>26. Document holder</b> , if provided, is stable and large enough to hold documents.			
<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.			
<b>28. Wrist/palm rest</b> , if provided, is padded and free of sharp or square edges that push on your wrists.			
<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.			
<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.			
<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.			
<b>32.</b> Computer workstation, components and accessories are maintained in serviceable condition and function properly.			
<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.			