



Computer Workstation Checklist

Date of Issue: 07.15.09

Name:	Date:
Employee Phone:	Office Ergo Rep:
Employee Email:	Tasks:
Job Title:	
Department:	Signs and Symptoms (if any):
Supervisor Name:	
Supervisor Phone:	
Supervisor Email:	

1. Chair Note: sit with buttocks fully against the back of the chair		OK	NO	Observations	Actions
Seat Height	Adjust seat height so feet are fully supported on floor or footrest, knees bent 90-110 degrees.*ask what kind of shoes they normally wear*				
Back rest Height	Adjust the back rest height so that the lumbar support of the chair fits the curve of lower back.				
Seat Pan Depth	There should be 2-4 finger widths between the front edge of the seat and the backs of knees. (Adjust if it is possible).				
Tilt	Adjust seat tilt so hips and tops of thighs are at right angles or slightly greater. Low back pain: tilt pan forward so hips above knees.				
Arm rests	Arm rest height should support elbow at 90° without limiting access to desk or keyboard tray. Remove arm rests if necessary.				

2. Keyboard and Mouse Note: Mouse and keyboard should same height		OK	NO	Observations	Actions
Keyboard /Mouse height	Adjust height so elbows at 90°-110° and forearms and hands form straight lines to the keyboard. * if height is not adjustable: adjust seat height so elbows form a 90°-110° angle when keyboarding.				
Mouse Location	Adjust mouse so it is directly beside keyboard and on same level. If possible, mouse with left hand to reduce reach.				
Keyboard-user distance	Keyboard-to-user distance should allow shoulders to relax with elbows pinned to sides.				
Keyboard slope	Remove any positive tilt (close feet)Position keyboard flat or slightly negatively sloped (away from user)				
Mouse speed	Use Control Panel settings to increase pointer and scroll wheel speed.				
Wrist rest	If wrist rest prevents proximity to keyboard, remove it. If contact stress between wrists and keyboard/tray, use wrist rest.				
Mouse pad	If mouse pad has wrist rest, turn it around so raised area prevents mouse migration.				

Monitor					
Monitor Height	<p>Adjust monitor height so top of screen is at eye level.</p> <p>Exception: Bi-focal/ graduated lens users Adjust monitor height so head is straight when viewing the monitor, (depends on which part of lens they use to view screen).</p>				
Screen-user distance	Move monitor so it is approximately an arm's distance away. Larger monitors may be placed further away. Ensure head is in-line with spine.				
Monitor alignment	Monitor should be in-line with keyboard and directly in front of user.				
Glare control	Monitor should be perpendicular to light source to avoid glare.				
Brightness & Contrast	Adjust settings as needed.				
4. Work Environment and Work surface		OK	NO	Observations	Actions
Leg clearance	Width=hip width +2" Height=highest point of thighs Depth=allow knee/foot clearance				
Source document	Source documents should be on angled surface between keyboard and monitor.				
Frequently used items	Frequently used items should be within an arm's reach.				
General task lamp	Ensure light is on hard copy.				
Telephone	Avoid tilting head to cradle phone, use hand to hold receiver, use speaker phone or headset.				

5. Work Practices					
Breaks	Get out of chair at least once per hour to restore circulation				
Alternate tasks	Break up long periods of continuous computer use by performing small tasks/errands				
Reach posture	Stand to get items from overhead shelves, don't reach over shoulder level.				

Statutory Requirement: Ergonomics (MSI) Regulation 4.50
For Submission and Action by Administrative Heads of Unit or Nominated Representative.

Recommended Measures	Person Responsible	Due date	Completed ?