WORKSTATION ASSESSMENT CHECKLIST

A. Work station adjustability:
   Are you able to ... YES NO
   1. adjust knee and hip angles to achieve comfort and variability? ☐ ☐
   2. support heels and toes on the floor or on a footrest? ☐ ☐
   3. place arms comfortably at the side and hands parallel to the floor? ☐ ☐
   4. support your wrist, nearly straight? ☐ ☐

B. Does your workstation ...
   1. provide enough clearance for your feet, knees, and legs relative to the edge of the work surface? ☐ ☐
   2. provide sufficient space for your thighs between the work surface and the seat? ☐ ☐
   3. include arm rests for intensive or long duration keying jobs? ☐ ☐
   4. include headsets for use when frequent telephone work is combined with hand tasks such as typing, using a calculator, or writing? ☐ ☐

C. Does your chair ...
   1. adjust easily from the seated position? ☐ ☐
   2. have a seat that is approximately 18 inches wide? ☐ ☐
   3. have different seat pan lengths (15 to 37 inches) with a waterfall design? ☐ ☐
   4. have a back rest that provides lumbar support that can be used while working? ☐ ☐
   5. have a stable base, with casters that are suited to the type of flooring? ☐ ☐
   6. allow the seat pan to adjust for height (at least 4 1/2 inches) and angle (+/- 5 degrees)? ☐ ☐

D. Is the keyboard ...
   1. height from the floor and the slope of the keyboard surface adjustable? ☐ ☐
   2. prevented from slipping when in use? ☐ ☐
   3. detachable? ☐ ☐

E. Are other inputs/devices (mouse, pointing device, calculator) ...
   1. at keyboard height? ☐ ☐

F. Is the display screen ...
   1. clean and free from flickering? ☐ ☐
   2. able to swivel horizontally and tilt or elevate vertically? ☐ ☐

G. Is the monitor situated so that ...
   1. the work can be performed with the head in a neutral posture for most of the work shift? ☐ ☐
   2. it is between 18 and 30 inches away from your normal seated position? ☐ ☐
   3. the top line of text is at or slightly below eye height? ☐ ☐
   4. the monitor has brightness and contrast controls? ☐ ☐
   5. there is sufficient lighting without glare? ☐ ☐

H. Is your work day organized so that ...
   1. you can perform different job tasks to relieve intensive keying? ☐ ☐
   2. you may leave their workstations for at least 10 minutes after each hour of intensive keying and for at least 15 minutes after every 2 hours of intermittent keying? ☐ ☐

I. Training ...
   1. Have you received training in ergonomics and learned how to make adjustments to your workstations, chair, and other accessories? ☐ ☐