



## WHITMAN COLLEGE

<b>OFFICE ERGONOMICS WORKSTATION SELF ASSESSMENT</b>		
<b>This checklist can help you create a safe and comfortable computer workstation. A “no” response indicates that a problem may exist. Refer to pictures on the back page for examples of workstation set up. Please contact Environmental Health and Safety for assistance.</b>		
<b>WORKSTATIONS</b>	Yes	No
1. Head and Neck are balanced and in –line with torso (ears directly above the shoulders not bent forward or back).		
2. Head, neck and trunk facing forward (not twisted to view monitor/work/documents).		
3. Torso is vertical to slightly reclined (90 to 110 degrees).		
4. Back is fully supported by chair lumbar support.		
5. Shoulders are relaxed (not elevated). Upper arms are relaxed and held close to the torso.		
6. Elbows are close to the body (not extended forward, outward or away from the sides) and bent at about 90 to 110 degrees.		
7. Wrists and hands are straight in alignment to the forearm (not bent up, down, sideways). Wrists should be flat and fingers extended in line with the forearms.		
8. Thighs are approximately parallel to the floor and lower legs perpendicular to the floor. Knees are level with or lower than the hips at 90 to 130 degrees. Hips are bent at 90 to 120 degrees.		
9. There should be sufficient room under the work surface so thighs have clearance space and are not “trapped”.		
10. Legs and feet should have sufficient forward clearance under the work surface so the user is able to get close to the keyboard/work surface.		
11. Feet rest flat on the floor or supported by a stable footrest if the work surface cannot be adjusted.		
12. Edges that contact hands, wrists, or forearms are rounded or padded.		
<b>SEATING</b>		
1. Backrest has height adjustability so support is provided for the lower back (lumbar area) and mid back (thoracic area).		
2. Chair has a sturdy 5-leg base.		
3. Seat width and depth should accommodate the specific user (seat pan should be wide enough for ease of egress and deep enough to support the entire thigh but is so deep the user cannot utilize the lumbar support).		
4. Seat front does not press against the back of user knees and lower legs. Thighs do not significantly hang off the front edge of the seat (no more than 3-4 finger widths are ideal space between back of knee and seat edge).		
5. Seat is cushioned and rounded with a “waterfall” front (no sharp edges).		
6. Seat height is adjustable and allows for proper alignment with the work surface.		



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7. Armrests, if used, should be adjustable (both up and down and in and out). They should not interfere with movement or positioning of the chair under the work surface.		
8. Casters are appropriate for the floor surface.		
9. Adjustments are straightforward and easy to perform while seated in the chair.		
<b>KEYBOARD/MOUSE</b>		
1. Keyboard/mouse platform(s) is stable and large enough to hold a keyboard and mouse.		
2. Keyboard/mouse platform(s) can be adjusted so the hands are positioned over the keyboard with the elbows near the torso at an angle of 90 to 120 degrees.		
3. Keyboard/mouse platform can be adjusted to a horizontal or slightly negative slope.		
4. Mouse is located right next to the keyboard so it can be operated without reaching.		
5. Mouse is easy to activate and the shape/size fits hand. It may be desirable to have a mouse that can be used with either hand to provide periods of working rest.		
6. If a touchscreen device is used for data input, a detached keyboard and mouse are available if duration of use is more than 2 hours per day or 30 minutes at a time.		
7. There are no sharp or hard edges that contact the wrists and hands.		
<b>MONITOR</b>		
1. The monitor has sufficient adjustability so the top of the screen is at or below eye level so the user can read it without bending their head or neck back/down.		
2. Adjustability is sufficient so users with multi-focal lenses can read the screen without bending the head or neck backwards (raising the chin).		
3. There is sufficient room so the monitor can be placed at a distance, which allows the user to read the screen without leaning head, neck, or trunk forward/backwards (generally 18 to 24 inches or arm's length).		
4. Monitor position is directly in front of the use so they do not have to twist head or neck.		
5. If multiple monitors are used, the position of the primary monitor is directly in front of the use and the other monitors are directly beside it. If time is split between monitors, they are next to each other within a comfortable viewing angle with minimal head movement.		
6. Glare (from windows, lights) is not reflected on screen causing the user to squint or assume awkward postures to see information on the screen clearly.		
7. Monitor brightness and contrast is adjusted for comfort.		



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<b>MOBILE DEVICES</b>		
1. If laptops are used as a primary computer, they are set up using the same ergonomic principles as desktop computers. A separate keyboard and mouse device are provided.		
2. If laptops are used outside the office, (e.g. on a plane, in a hotel) users postures should be changed regularly to improve neck and wrist posture and duration of time on laptop should be minimized.		
3. A separate keyboard and stylus are available when tablets are used for typing performed for extended periods.		
4. Tablets and smartphones should be used with the shoulders relaxed, arms positioned near the torso, and neck in a neutral posture without excessive neck bending to view the screen.		
<b>ACCESSORIES</b>		
1. Document holder, if provided, is stable and large enough to hold documents (paper, binders or books).		
2. Document holder, if provided, is placed at about the same height and distance as the monitor screen, or is "in line" with the monitor.		
3. Wrist/palm rest, if used, is padded and free of sharp or square edges that contact the wrists.		
4. Wrist/palm rest if used allows user to keep forearms, wrists, and hands straight and in-line when using the keyboard/mouse. Rest height matches the front edge of the keyboard.		
5. Telephone is positioned close to the work to avoid excessive reaches. Generally, within 18-20 inches		
6. Telephone can be used with head upright (not bent) and shoulders relaxed. If phone and hands are used at the same time, this may require the use of a headset.		
7. Headset, if used, has a comfortable fit. Not too tight, or so loose that it will not maintain its position on the users head.		
8. Footrest is used if the feet are not flat on the floor because the work surface, keyboard, monitor do not have sufficient adjustability. If used, a footrest should be angled and support both feet.		
<b>GENERAL CONCEPTS</b>		
1. Workstation and equipment have sufficient adjustability so users are in a safe/supportive working posture and can easily make occasional changes in posture while performing computer tasks.		
2. Computer workstation, components and accessories are maintained in serviceable condition and function properly.		
3. Items that must be accessed frequently are within easy reach, generally with the elbows close to the body. Items used occasionally can be at nearly full arm reach.		



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<p>4. Items that must be accessed frequently are within easy reach, generally with the elbows close to the body. Items used occasionally can be at nearly full arm reach.</p>		
<p>5. User has the ability to alternate between sitting and standing postures or activities to provide opportunities for movement and variability throughout the shift. Prolonged sitting or standing should be avoided</p>		
<b>COMMENTS</b>		

