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<th>Employee's Name:</th>
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<th>Initial</th>
<th>Follow Up</th>
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**WORKING POSTURES**—The workstation is designed or arranged for doing computer tasks so it allows your:

1. **Head and neck** to be upright, or in-line with the torso (not bent down/back). If "no" check Monitors, Chairs and Work Surfaces.
2. **Head, neck, and trunk** to face forward (not twisted). If "no" check Monitors or Chairs.
3. **Trunk** to be perpendicular to floor (may lean back into backrest but not forward). If "no" check Chairs or Monitors.
4. **Shoulders and upper arms** to be in-line with the torso, generally about perpendicular to the floor and relaxed (not elevated or stretched forward). If "no" check Chair.
5. **Upper arms and elbows** to be close to the body (not extended outward). If "no" check Chair, Work Surface, Keyboard, and Pointer.
6. **Forearms, wrists, and hands** to be straight and in-line (forearm at about 90 degrees to the upper arm). If "no" check Chair, Keyboard, Pointer.
7. **Wrists and hands** to be straight (not bent up/down or sideways toward the little finger). If "no" refer to Keyboards, or Pointers.
8. **Thighs** to be parallel to the floor and the **lower legs** to be perpendicular to floor (thighs may be slightly elevated above knees). If "no" refer to Chairs or Work Surfaces.
9. **Feet** rest flat on the floor or are supported by a stable footrest. If "no" refer to Chairs, Work Surfaces.

**Notes:**

**SEATING**—Consider these points when evaluating the chair:

10. **Backrest** provides support for your **lower back** (lumbar area) and if needed, the **upper back** (thoracic area).
11. **Seat** width and depth accommodate the specific user (seat pan not too big/small).
12. **Seat** front does not press against the back of your knees and lower legs (seat pan not too long).
13. **Seat** has cushioning and is rounded with a "waterfall" front (no sharp edge).
14. **Armrests**, if used, support both forearms while performing computer tasks and they do not interfere with movement.

*No answers to any of these questions should prompt a review of Chairs. Can the chair be adjusted to fit the client?*

**Notes:**

**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 that:

15. **Keyboard/input device platform(s)** is stable and large enough to hold a keyboard and an input device.
16. **Input device** (mouse or trackball) is located right next to the keyboard so it can be operated without reaching.
17. **Input device** is easy to activate and the shape/size fits hand (not too big/small).

Evaluator: ____________________________

Source: OSHA Ergonomic Solutions: Computer Workstations eTool - Evaluation Checklist
18. Wrists and hands do not rest on sharp or hard edges. 

No answers to any of these questions should prompt a review of Keyboards, Pointers, or Wrist Rests.

**Notes:**

**MONITOR**—Consider these points when evaluating the monitor. The monitor is designed or arranged for computer tasks so the:

19. **Top** of the screen is at or below **eye level** so it can be read without bending the head or neck down/back.

20. User with **bifocals/trifocals** can read the screen **without** bending the head or neck backward.

21. **Monitor distance** allows for reading the screen **without leaning the head, neck or trunk forward/backward**.

22. **Monitor position** is directly in **front** so there is no twisting of the head or neck.

23. **Glare** (for example, from windows, lights) is **not reflected on the screen** which can cause one to assume an awkward posture to clearly see information on the screen.

No answers to any of these questions should prompt a review of Monitors or Workstation Environment.

**Notes:**

**WORK AREA**—Consider these points when evaluating the desk and workstation. The work area is designed or arranged for doing computer tasks so the:

24. **Thighs** have sufficient clearance space between the top of the **thighs and the computer table/keyboard platform** (thighs are not trapped).

25. **Legs and feet** have sufficient clearance space **under the work surface**. The individual is able to get close enough to the **keyboard/input device**.

**Notes:**

**ACCESSORIES**—Check to see if the:

26. **Document holder**, if provided, is **stable and large enough** to hold documents.

27. **Document holder**, 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 looking from the document to the screen.

28. **Wrist/palm rest**, if provided, is padded and **free of sharp or square edges** that push on wrists. (Flat not rounded on top.)

29. **Wrist/palm rest**, if provided, allows for keeping the forearms, wrists, and hands straight and in-line when using the keyboard/input device.

30. **Telephone** can be used with the **head upright (not bent)** and the shoulders relaxed (not elevated) when doing computer tasks at the same time.

*No* answers to any of these questions should prompt a review of Work Surfaces, Document Holders, Wrist Rests or Telephones.
**GENERAL:**

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<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>31. Workstation and equipment have sufficient <strong>adjustability</strong> to promote a safe working posture and employee can make occasional changes in posture while performing computer tasks.</td>
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<td>32. <strong>Computer workstation, components and accessories</strong> are maintained in serviceable condition and <strong>function properly</strong>.</td>
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<td>33. Computer tasks are organized in a way that allows for <strong>varying tasks with other work activities</strong>, or to take <strong>micro-breaks or recovery pauses</strong> while at the computer workstation.</td>
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"No" answers to any of these questions should prompt a review of Chairs, Work Surfaces, or Work Processes.

**Notes:**

**Equipment Recommendations:**

- Monitor
- Keyboard Manager
- Ergonomic Chair
- Document Holder
- Keyboard
- Mouse
- Wrist/Palm Rest
- Adjustable Footrest
- Other:

**Evaluator:** ____________________________

Source: OSHA Ergonomic Solutions: Computer Workstations eTool - Evaluation Checklist