

Computer Workstation Checklist

Reference	Company	Department/Work area	Date
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Assessment by	Employee
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Chair	Adjustable height	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Seat pan front is rounded	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Seat is 18" wide and 15" deep	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Padded seat and backrest	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Backrest is 18" tall and 14" wide	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Backrest has adjustable low back support	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Chair with porous non-slippery fabric	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Chair swivels on castors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Chair with 5 legs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Adjustable armrests provided as needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Foot/Leg positions	Feet are flat on floor or footrest	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Knees are at 90-110° angle	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Thighs are parallel to ground	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	3-6" of space between legs and workstation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Keyboard/Arm and wrist positions	Wrists are straight (neutral) and relaxed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Arms are close to body and elbows at 90° angle	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Wrists and forearms parallel to floor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Mouse at same level as keyboard and within easy reach	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Keyboard is detachable and is sloped 10° to 15°	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Wrist rests or arm supports used as necessary	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Workstation	Materials used most often within easy reach	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Front edge of table rounded	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Document holder at same height and distance as monitor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Telephone headset or speaker phone used as needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Adjustable table height and 30" deep	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Adequate space for keyboard, monitor and other equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Monitor	Monitor adjustable about vertical and horizontal axis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Monitor is 18-24" away from eyes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Top of display at eye level	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Display clean and easily readable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Brightness and contrast adjustable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lighting/Glare	Window blinds adjustable or closed as needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Indirect or shielded lighting to reduce glare	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Display is 90° to windows	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Ceiling lights located to side of monitor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Lighting levels adjusted throughout day as needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Notes/
Suggestions**