Workstation Checklist

Using this checklist is one way an employer or employees can identify, analyze and control Musculoskeletal Disorders (MSD) hazards in computer workstation tasks.

WORKING CONDITIONS

	Yes	No
A. Head and neck upright (not bent down/back).	☐	☐
B. Head, neck and trunk face forward (not twisted).	☐	☐
C. Trunk perpendicular to floor (not leaning forward/backward).	☐	☐
D. Shoulders and upper arms perpendicular to floor (not stretched forward) and relaxed (not elevated).	☐	☐
E. Upper arms and elbows close to body (not extended outward).	☐	☐
G. Wrists and hands straight (not bend up/down or sideways towards little finger).	☐	☐
H. Thighs parallel to floor and lower legs perpendicular to floor.	☐	☐
I. Feet rest flat on floor or supported by a stable foot rest.	☐	☐
J. Computer tasks organized in a way that allows employee to vary them with other work activities, or to take micro-breaks or recovery pauses while at the computer workstation.	☐	☐

This Safety Aid was adapted from
Atlantic Mutual Insurance Co.'s
"Computer Workstations: Improved Health and
Greater Productivity" booklet.

SEATING

	Yes	No
1. Backrest provides support for employee's lower back (lumbar area).	☐	☐
2. Seat width and depth accommodate specific employee (seat pan not too big/small).	☐	☐
3. Seat front does not press against the back of employee's knees and lower legs (seat pan not too long).	☐	☐
4. Seat has cushioning and is rounded/has "waterfall" front (no sharp edge).	☐	☐
5. Armrest support both forearms while employee performs computer tasks and do not interfere with movement.	☐	☐

KEYBOARD/INPUT DEVICE

	Yes	No
6. Keyboard/input device platform(s) stable and large enough to hold keyboard and input device.	☐	☐
7. Input device (mouse or trackball) located right next to keyboard so it can be operated without reaching.	☐	☐
8. Input device is easy to activate and shape/size fits hand of specific employee (not too big/small).	☐	☐
9. Wrists and hands do not rest on sharp/hard edge.	☐	☐

MONITOR

	Yes	No
10. Top line of screen is at a below eye level	☐	☐

so employee is able to read it without bending head or neck down/back.

11. Employee with bifocals/trifocals is able to read ☐ ☐
    screen without bending head or neck backward.

12. Monitor distance allows employee to read screen ☐ ☐
    without leaning head, neck or trunk
    forward/backward.

13. Monitor position is directly in front of employee ☐ ☐
    so employee does not have to twist head or neck.

14. No glare (e.g., from windows, lights) is present ☐ ☐
    on the screen which might cause employee to
    assume an awkward posture to read screen.

WORK AREA

	Yes	No
15. Thighs have clearance space between chair and computer table/keyboard platform (thighs not trapped).	☐	☐
16. Legs and feet have clearance space under computer table so that employee is able to get close enough to keyboard/input device.	☐	☐

ACCESSORIES

	Yes	No
17. Document holder, if provided, is stable and Large enough to hold documents that are used.	☐	☐
18. Document holder, if provided, is placed at about the same height and distance as monitor screen so there is little head movement when employee looks from document to screen.	☐	☐
19. Palmrest, if provided, is padded and free of sharp and square edges.	☐	☐
20. Palmrest, if provided, allows employee to keep forearms, wrists and hands straight and parallel to ground when using keyboard/input device.	☐	☐
21. Telephone can be used with head upright (not bent) and shoulders relaxed (not elevated) if	☐	☐

employee does computer tasks at the same time.

GENERAL

	Yes	No
22. Workstation and equipment have sufficient adjustability so that the employee is able to be in a safe working posture and to make occasional changes in posture while performing computer tasks.	☐	☐
23. Computer workstation, equipment and accessories are maintained in serviceable condition and function properly.	☐	☐

PASSING SCORE:

"Yes" answer on all "working conditions" items (A-J) and no more than two "No" answers on remainder of checklist (1-23).

For copies of Atlantic Mutual's Ergonomics Checklist, visit the company's website at
www.atlanticmutual.com/losscontrol/ergonomics/checklist